



Position Description – Senior Talent Acquisition Advisor

Position Details

Position Title:	Senior Talent Acquisition Advisor
College/Portfolio:	Operations
School/Group:	Talent
Campus Location:	Based at the Melbourne campus, however may be required to work and/or be based at other campuses of the University.
Classification:	HEW 8
Employment Type:	Continuing
Time Fraction:	1.0

RMIT University

RMIT is a multi-sector university of technology, design and enterprise. The University's mission is to help shape the world through research, innovation and engagement, and to create transformative experiences for students to prepare them for life and work. For more information on RMIT University follow the links below.

<https://www.rmit.edu.au/about>

<https://www.universitiesaustralia.edu.au/university/rmit-university/>

<https://www.rmit.edu.au/about/facts-figures>

Our three main campuses in Melbourne are located in the heart of the City, Brunswick and Bundoora. Other locations include Point Cook, Hamilton and Bendigo, two campuses in Vietnam (Hanoi and Ho Chi Minh City) and a centre in Barcelona, Spain. RMIT is a truly global university.

<https://www.rmit.edu.au/about/our-locations-and-facilities>

We are also committed to redefining our relationship in working with, and supporting, Indigenous self-determination. Our goal is to achieve lasting transformation by maturing our values, culture, policy and structures in a way that embeds reconciliation in everything we do. We are changing our ways of knowing, working and being to support sustainable reconciliation and activate a relationship between Indigenous and non-Indigenous staff, students and community. Our three campuses in Melbourne (City, Brunswick and Bundoora campuses) are located on the unceded lands of the people of the Woi Wurrung and Boon Wurrung language groups of the eastern Kulin Nation.

Why work at RMIT University

Our people make everything at the University possible. We encourage new approaches to work and learning, stimulating change to drive positive impact. Find out more about working at RMIT University, what we stand for and why we are an Employer of Choice.

<https://www.rmit.edu.au/careers>

We want to attract those who will make a difference. View RMIT's impressive standings in university rankings.

<https://www.rmit.edu.au/about/facts-figures/reputation-and-rankings>

The Operations Portfolio

The Operations Portfolio enables an integrated, enterprise wide delivery for best practice student and staff experiences. The Portfolio incorporates the following business units: Planning and Operational Excellence, Communications, Enterprise Project Management Office (EPMO), Global Marketing & Student Recruitment, Human Resources, Information and Technology Services (ITS), Office of the Chief Operating Officer, Procurement and Property Services Group (PSG). The Portfolio houses significant drivers and delivery components across the staff and student journeys and enables the overall experience for both groups. The Portfolio is integral in bringing the RMIT strategy to life, across the globe. Each of these functions supports the global operations of the University both directly as well as through its controlled entities.

Position Summary

The Senior Talent Acquisition Advisor is responsible for developing and managing relationships across Academic Colleges and non-Academic portfolios, ensuring recruitment strategy and delivery is efficient, consistent and professional. The position will manage the end to end recruitment delivery to attract and place the best talent to shape RMIT by collaborating and consulting on the best service and recruitment methodologies with a key focus on proactive talent search activities for current and future vacancies. The position will drive the recruitment delivery and consultant on each step such as a strategic sourcing recommendation, timeframes, BEI Training and a detailed shortlist including selection based criteria summary.

The ability to provide insightful business/talent landscape commentary and fact-based research for enhancing RMIT's Talent base. Drive, review and manage talent pipeline frameworks and attend relevant industry and networking events, promoting and advocating RMIT's employment brand. The position requires the ability to influence stakeholders and clients by demonstrating an intimate knowledge of the sector and market to support the attraction of candidates. It also requires a good lateral thinker with a continuous improvement approach

Reporting Line

Reports to: Manager, Talent Acquisition

Direct reports: None

Organisational Accountabilities

RMIT University is committed to the health, safety and wellbeing of its staff. RMIT and its staff must comply with a range of statutory requirements, including equal opportunity, occupational health and safety, privacy and trade practice. RMIT also expects staff to comply with its policy and procedures, which relate to statutory requirements and our ways of working.

RMIT is committed to providing a safe environment for children and young people in our community. Read about our commitment and child safe practices. <https://www.rmit.edu.au/about/our-locations-and-facilities/facilities/safety-security/child-safety>

Appointees are accountable for completing training on these matters and ensuring their knowledge and the knowledge of their staff is up to date.

Key Accountabilities

- Develop strong relationships with designated stakeholders and relevant HR partners across academic and non-academic portfolios
- Gain sound understanding of colleges/portfolios to ensure service is aligned with requirements
- Consult on market and competitor information and communicate recruitment trends and market intelligence
- Partner with stakeholders to understand workforce demand to drive future recruitment planning
- Drive proactive recruitment activity and build out required Talent Pools
- Development of strategic sourcing strategies aligned to applicable vacancies
- Present shortlist and associated reports based on effective screening/interviewing/assessment tools

- Support hiring manager in the selection process / interviewing and feedback process
- Manage the offer process including negotiation aligned to RMIT remuneration policy
- Ability to articulate service model and policies relating to Recruitment
- Manage the ATS in accordance to process and policy requirements
- Engage and support Agency Partners on relevant positions
- Manage all customers in a timely and consistent manner to ensure optimal customer experience
- Attend networking events to promote and advocate RMIT's employment brand
- Present advice and negotiate complex issues and concepts persuasively to achieve objectives.

Key Selection Criteria

1. Internal and External relationship partnering across complex processes relating to Recruitment / Talent
2. Extensive knowledge and experience in the development and delivery of proactive talent search activities and talent pool management
3. Extensive experience in innovative end to end recruitment and selection practices at Senior Management level
4. A strong ability to influence clients and stakeholders at all levels and implement change in a complex and demanding environment
5. Outcomes focused and driven towards achieving results
6. A proven ability to build positive and robust relationships with clients and stakeholders
7. Strong verbal and written communication skills
8. Demonstrated ability to show initiative and creativity in solving problems
9. Customer focused outlook with a team orientation
10. Extensive experience in an internal Senior Recruitment position ideally within a large complex organisation

Qualifications

Relevant tertiary qualifications in Human Resource Management or related field and/or relevant experience in a similar role.

Endorsed:	Signature:	Approved:	Signature:
	Name:		Name:
	Title:		Title:
	Date:		Date: