



Position Description – Talent Acquisition Advisor

Position Details

Position Title: Talent Acquisition Advisor

College/Portfolio: People and Culture **School/Group:** Talent

Campus Location: Primarily based at the City campus, and the potential to work across other RMIT campuses as required.

Classification: HEW 6 **Time Fraction:** 1.0

Employment Type: Continuing

Reporting Line: Manager, Talent Acquisition

No. of Direct reports: 0

RMIT University

RMIT is a global university of technology, design and enterprise, committed to creating transformative experiences for students and making a meaningful impact through research, innovation, and engagement. 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 campuses in Melbourne (City, Brunswick, Bundoora, and Point Cook) are complemented by international campuses in Vietnam and a centre in Barcelona, Spain. We proudly acknowledge the Woi Wurrung and Boon Wurrung peoples of the eastern Kulin Nation on whose unceded lands our campuses are located.

We are deeply committed to reconciliation and Indigenous self-determination, embedding these values throughout our policies, culture and structures.

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

Why Join RMIT?

Our people are at the heart of everything we do. At RMIT, we value innovation, collaboration and impact. Our values are the heart (durrung) of who we are and what we stand for at RMIT. They guide what we do, how we make decisions, and how we treat each other.



Inclusion Imagination Integrity Courage Passion Impact

Learn more about our values: <https://www.rmit.edu.au/about/our-strategy/values>

Organisational Accountabilities

RMIT is committed to the safety, wellbeing and inclusion of all staff and students. As a staff member, you are expected to comply with all relevant legislation and RMIT policies, including those related to: Equal opportunity, Occupational health and safety, Privacy and trade practices & Child safety standards:

Appointees are responsible for completing all required training and ensuring that they and their team members remain up to date on relevant compliance obligations.

Staff are expected to understand and support RMIT's child safe practices as part of their professional responsibilities. More about our child safety commitment: <https://www.rmit.edu.au/about/our-locations-and-facilities/facilities/safety-security/child-safety>.

Leadership at RMIT

At RMIT, leadership is not defined by position or hierarchy—it is a shared responsibility demonstrated by all staff, regardless of role or title. Leadership is grounded in our six core values, which guide and shape how we work together, make decisions, and create impact.

Effective leadership means consistently integrating these values into everyday actions and interactions, whether influencing a project outcome, supporting a colleague, or leading a team. All staff are expected to embody the principles of the *Be-Know-Do* Leadership Model:

Be – We are open and authentic, inclusive and empowering. We are purpose driven role models and communicators.

Know – We are self-aware, and understand our stakeholders, our sector and priorities.

Do – We set clear direction and expectations, we develop ourselves and others and promote mutual accountability to deliver results.

At every level, leadership at RMIT is about influence, contribution, and mindset. It is reflected in how we empower others, foster collaboration, and drive positive change through capability-building and alignment to strategic goals.

College/Portfolio/Group

The People & Culture (P&C) Portfolio is comprised of a team of strategic HR professionals who provide outstanding, client focused, proactive and effective solutions and services for all RMIT employees. Our success is achieved by understanding our business and operating as a business partner to our clients. We deliver responsive, innovative and practical solutions and services that allow the University to enter the Future of Work.

The P&C portfolio operate in a manner that supports the RMIT values and achievement of the RMIT Strategy. By providing tailored, quality human resources services and products and ensuring a high level of expert support and advice, the P&C team will enhance College/Portfolio and Groups ability to meet their business objectives. This in turn will allow the University workforce to better support the current and future student population at the University.

Position Summary

The Talent Acquisition Advisor is responsible for developing and managing relationships across Academic Colleges and non-Academic portfolios, ensuring recruitment delivery is efficient, consistent and professional.

The position will manage multiple recruitment requests of similar requirements and the delivery of the agreed service model to attract and place the best talent to shape RMIT. The role will have a key focus in managing campaigns and Talent Pooling for current and future vacancies. A proactive approach and a workforce demand skill set is paramount to the success of the role.

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 highly motivated individual, can manage multiple tasks, stakeholders and candidates and deliver the best outcomes for RMIT.

Key Accountabilities

- Deliver a consistent, customer-centric talent experience by providing timely, transparent communication and high-quality service across the full recruitment lifecycle, while championing and promoting RMIT's employer brand.
- Build strong, trusted partnerships with hiring managers and HR to deliver strategic, proactive recruitment support aligned to workforce plans.
- Develop a deep understanding of assigned colleges/portfolios to anticipate talent needs and tailor hiring strategies.
- Deliver end-to-end, high-volume recruitment across multiple disciplines and locations, ensuring quality, efficiency, and consistency.
- Lead campaign-based recruitment and talent pooling initiatives to build sustainable pipelines for current and future needs.
- Partner with hiring managers to drive best-practice selection processes, including interviewing, assessment, and feedback.
- Provide expert advice on recruitment policies, processes, and service delivery models to ensure consistency and compliance.
- Manage the ATS effectively, ensuring data integrity and leveraging insights to improve hiring outcomes.

Key Selection Criteria

- Experience managing end-to-end, high-volume recruitment across multiple roles and locations.
- Proven ability to build strong stakeholder relationships and provide trusted recruitment advice.
- Strong partnership skills with hiring managers to understand needs and influence hiring outcomes.
- Excellent communication skills.
- Demonstrated customer-centric approach, delivering a consistent, high-quality talent experience.
- Proactive and solutions-focused, with the ability to drive continuous improvement.
- Results-driven with the ability to manage competing priorities and deliver outcomes.
- Experience in internal or agency recruitment, with knowledge of best-practice processes and systems.
- Experience using Workday or similar Applicant Tracking Systems (ATS), with the ability to manage recruitment workflows and maintain data integrity.

Qualifications

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

Working with Children Check

Appointment to this position is subject to holding a valid Victorian Working with Children Check and other checks as required by the specific role. Maintaining a valid Working With Children Check is a condition of employment at RMIT.