



Job Description – Senior Talent Acquisition Advisor

Position Details

Position Title:	Senior Talent Acquisition Advisor
Division/ Centre:	People
Department:	People
Campus Location:	Based at the Saigon South campus, but may be required to work and/or be based at other campuses of RMIT Vietnam.
Job Grade/ Classification:	PS7
Time Fraction:	Full-time 1.0

RMIT University

RMIT is a global university of technology, design and enterprise. Our mission is to help shape the world through research, innovation, teaching and engagement, and to create transformative experiences for our students, getting them ready for life and work. One of Australia's original educational institutions founded in 1887, RMIT University now has 82,000 students including 12,000 at postgraduate level.

The University enjoys an international reputation for excellence in professional and practical education, applied and innovative research, and engagement with the needs of industry and the cities in which we are located. With three campuses in Melbourne (Central Business District, Brunswick and Bundoora), two in Vietnam (Hanoi and Ho Chi Minh City) and a centre in Barcelona, Spain, RMIT is a truly global university. RMIT also offers programs through partners in Singapore, Hong Kong, mainland China, Indonesia, Sri Lanka, Belgium, Germany, Austria and The Netherlands, and enjoys research and industry partnerships on every continent.

RMIT prides itself on the strong industry links it has forged over its 129-year history. Collaboration with industry is integral to the University's leadership in applied research and education, and to the development of highly skilled, globally focused graduates. We are a 5-Star university under the QS Stars international evaluation system, and are 21st in the world among universities less than 50 years old (2015 QS Top 50 Under 50 index).

RMIT is ranked among the world's top universities in 23 of 38 assessed subjects (and all five faculty areas) featured in the 2017 QS World University Rankings by Subject. RMIT features among the world's top 100 ranking in the 2017 QS subject rankings in Art and Design; Architecture and the Built Environment; Computer Science, Information Systems, Engineering (Civil and Structural); Engineering (Electrical and Electronic); Communication and Media Studies, Education, Business and Management Studies, and Development Studies. The University's research was rated "well above world standard" in 13 research fields and "above world standard" in a further nine fields in the 2015 Excellence in Research for Australia evaluation. In the 2017 QS Graduate Employability Rankings, RMIT is ranked seventh in Australia and 71-80 in the world on the basis of employer reputation, alumni outcomes, partnerships with employers, employer-student connections and graduate employment rate.

www.rmit.edu.au

RMIT Vietnam

RMIT University Vietnam (RMIT Vietnam) is a campus of RMIT University. RMIT Vietnam is creating an innovative research, teaching and learning culture. We are committed to providing internationally recognised high-quality education and professional training for our students, clients and members of the community.

As an internationally recognised Australian university based in Asia, RMIT Vietnam is assisting in the development of human resources capability in Vietnam and the region.

Degrees are awarded by RMIT University in Australia, allowing Vietnamese students to receive an overseas education without having to leave home. Given its international profile, RMIT Vietnam is also host to students from Australia and many other countries. All degree programs are recognised by the Vietnamese Ministry of Education and Training (MOET) and are subject

to regulation by the Australian Tertiary Education Quality and Standards Agency. The academic programs span from vocational English through to undergraduate, post-graduate and Ph.D. programs. All teaching at RMIT Vietnam is in English.

www.rmit.edu.vn

Position Summary

The Senior Talent Acquisition Advisor is responsible for the provision of high-quality talent acquisition, onboarding support and guidance across a diverse range of Schools and departments University in Vietnam. Partnering closely with key business stakeholders, the Senior TA, in close partnership with relevant HRBP's, Hiring Managers, Heads of Schools and Departments will positively influence and strengthen the effectiveness of talent acquisition ensuring that 'best practise' is adhered to at all times. The Senior TA will provide innovative and sustainable resourcing solutions to hiring challenges whilst ensuring the attraction and recruitment of best talent to the University.

Reporting Line

Reports to: Manager, Talent Acquisition

Key Accountabilities**Partnership and communication**

- Build and maintain trusting and productive relationships with key stakeholders across the business and externally
- Partner with hiring managers and/or HR Business Partners to determine talent needs, develop and execute immediate and long-term recruitment strategies to meet unit business objectives and needs
- Provide proactive recruitment consultation to hiring managers to meet talent acquisition needs, positively influencing recruitment outcomes to ensure top talent is recruited to RMIT Vietnam.
- Build and maintain clear and effective communication lines with internal and external stakeholders, according to recruitment and selection processes and 'best practise'.
- Manage and update recruitment content and communication messages on different platforms including RMIT website, intranet, external sourcing channels, E-Recruitment system, etc. Ensure appropriate and updated content that attracts and engages more potential candidates, contributing to the improvement of RMIT Vietnam employer brand in general

Talent Acquisition

- Partnering with the business and across a range of key stakeholders create and provide innovative and sustainable talent acquisition solutions whilst ensuring that 'best practise' recruitment is adhered to at all times and to ensure that the best talent is attracted, recruited and retained at RMIT Vietnam.
- Advise and conduct recruitment and selection processes ensuring the right skills in the right place, at the right time. Recruitment process includes advertising, pre-screening and selection, interviewing, aptitude and reference checking, offer and on-boarding
- Develop Talent Acquisition strategies through networking and researching so that efforts are limited to job sites, employment agencies, head-hunters, media, and internet sites and that more innovative ways to recruit, are considered.
- Work collaboratively with other HR staff to ensure employment offers and other HR administration is completed and that the handover of new staff from Recruitment to HR Operations is seamless.

E-recruitment System (Superuser) facilitation and project management

- Super User of candidate management system (Page Up), soon to be Work Day
- Regularly liaise with Melbourne based system team to ensure the system is locally adapted to meet business needs and to influence outcomes and decisions around system changed and updates.
- Ensure data integrity is always maintained and regularly provide recommendations for system improvements.
- Provide training and guidance for new users both within the TA team and across stakeholder groups.
- Provide recommendations on new system developments and enhancements with regards to future recruitment related software.

Reporting

- Provide advice and support relating to applicable recruitment regulatory requirements and compliance
- Support analysis and reporting on different recruitment metrics including but not limited to sourcing channels, recruitment pipelines, onboarding, etc.
- Contribute to budget planning activities and workforce planning projects as required

Coach and mentor

- Provide ongoing coaching and mentoring to more junior members of the TA team and the wider HR team, to positively influence business outcomes and behaviours and to ensure 'best practise' is adhered to wherever possible,
- Support other team members to achieve their development goals with regards to recruitment related project activities.

Key Selection Criteria

1. Bachelor degree qualification in field relevant to Human Resources.
2. At least five years of experience in Talent Acquisition experience, for a medium to large international organisation. Internal recruitment experience is desirable.
3. Previous experience of guiding, advising and consulting with expatriate staff is essential.
4. Ability to work strategically with hiring managers to forecast future recruitment needs, and provide a wide range of sustainable sourcing solutions to ensure effective recruitment of both international and local candidates.
5. Driver of talent acquisition 'best practise'.
6. Ability to lead, drive and effectively influence outcomes.
7. Demonstrated ability to provide innovative resourcing solutions to key clients across the organisation
8. Expert level proficiency in candidate management and HR systems
9. Excellent understanding of the Vietnam Labour Code
10. Excellent customer service approach and ability to engage, support and work collaboratively with managers and stakeholders at all levels internally and externally
11. Excellent interpersonal skills, with an emphasis on multicultural communication and influence.
12. Strong project management and commitment to continuous improvement in work processes, to ensure quality outcomes
13. Ability to display appropriate behaviours in line with the position, as per the RMIT Behavioural Capability Framework (Connectedness, Commitment to Excellence – Improve and Simplify; Imagination and Innovation; Impact; Inclusion; Agility).

English Proficiency

English is the language of teaching and communication at RMIT Vietnam. For this role, the minimum requirement is IELTS (General) with a score of at least 6.5 or BULATS 75 (or equivalent, as outlined in the Recruitment, Selection and Onboarding Guidelines).

Organisational Accountabilities

RMIT Vietnam is committed to the health, safety and wellbeing of its staff members. RMIT Vietnam and its staff members must comply with a range of Vietnamese legal and regulatory requirements, including foreign investment & business, import & export, contracts & commerce, banking, finance & foreign exchange, labour, taxation, land & premises, environment, and immigration. RMIT Vietnam expects all staff members to comply with its Code of Conduct, policies and procedures, which relate to legal and regulatory requirements and our ways of working.

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