# Administrative Services – CSOF3

Role summary for potential applicants

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| Advertised Job Title**:** | Recruitment Consultant, In-house |
| Reference Number**:** | 56466 |
| Classification**:** | CSOF3 |
| Salary Range: | AU $59k to AU $75k plus up to 15.4% superannuation |
| Location**:** | Negotiable (Offices in Sydney, Perth, Melbourne, Brisbane, Canberra, Adelaide and Hobart) |
| Tenure: | Casual |
| Relocation assistance**:** | Will be provided to the successful candidate if required. |
| Applications are open to: | Australian & New Zealand Citizens and Australian Permanent Residents |
| Functional Area**:** | Administrative Services |
| % Client Focus - Internal: | 90% |
| % Client Focus - External: | 10% |
| Reports to the: | Recruitment Team Leader |

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| **Role Overview:** |
| CSIRO Recruitment Consultants advise and support research scientists, engineers and managers in effective staff recruitment - nationally and internationally. That support includes preparing position descriptions, writing and placing advertisements, proactively sourcing applicants, coaching Selection Panel members in behavioural-based interviews, administering work sample and abilities tests and associated administrative tasks through to job offer. |

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| **Duties and Key Result Areas:** |
| * Manage recruitment projects that are effective in providing the best available employees to meet the needs of hiring managers and CSIRO's 2020 strategic plan. * Manage the various stages of the recruitment assignments in a timely manner without compromising quality and within time to offer targets. * Influence sourcing decisions to ensure their effectiveness, taking into account the research and business needs of CSIRO, labour markets, talent pipelines, CSIRO’s workforce plans and the cost. * Gain subject matter expertise in niche labour markets within scientific, engineering and administrative occupations. * Write compelling job advertisements that engage with the target audience while adhering to CSIRO’s branding and recruitment advertising requirements. * Advertise vacancies on job boards, social media and/ or with the Federal Government’s advertising agency. * Provide expertise, coaching and support to Selection Panels to ensure robust selection processes to allow the Panel to make informed decisions about potential appointees and students. * Provide behavioural-based interview guides to the Selection Panel where needed. * Consult with accredited team members to organise abilities testing, personality assessment and work sample tests. * Provide advice on CSIRO’s recruitment policies and procedures, escalating issues if required. * Provide advice and troubleshoot issues for candidates via our help phone line or email. * Work collaboratively with team members to ensure that peaks and troughs in workload are shared equitably across the team. * Keep up-to-date and accurate records of recruitment projects using CSIRO’s SAP SuccessFactors in line with CSIRO Records requirements and the Federal Government’s archiving directions. * Educate and provide assistance to hiring managers in the use of SAP and SuccessFactors to raise requests and keep accurate up-to-date records of recruitment activity. * Attend recruitment planning and development meetings interstate and HR forums to develop expertise within recruitment and HR generally. * Assist with continuous improvement of recruitment processes, systems and outcomes through on-going consultation with hiring managers before, during and after each recruitment project. * Generate improved solutions in work situations, trying creative ways to deal with problems and opportunities * Work in partnership and collaborate with the wider human resources community at various stages of the recruitment process. * Communicate effectively and respectfully with all staff, clients and suppliers in the interests of good business practice, collaboration and to enhance CSIRO’s reputation. * Adhere to the spirit and practice of CSIRO’s Values, Health, Safety and Environment plans and policies, Diversity initiatives and Zero Harm goals. * Other duties as directed. |

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| **Selection Criteria:** |
| *Under CSIRO policy only those who meet all essential criteria can be appointed*  ***Pre-Requisites:***   * **Education/Qualifications:** A degree in human resources, marketing or psychology and/or equivalent experience working in a recruitment or HR environment. * **Behaviours:**  A history of professional and respectful collaborative behaviours and attitudes. * **Adaptability:**  Demonstrated ability and willingness to change ideas, try different approaches and maintain professionalism and flexibility. * **Problem Solving:** Proven ability to investigate and solve problems by identifying and considering the implications of a range of solutions.   ***Essential Criteria:***   1. Experience recruiting either in-house or in a recruitment agency. 2. Ability to work effectively in a busy, complex environment with multiple stakeholders. 3. Excellent written and verbal communication and interpersonal skills, with the ability to confidently provide appropriate advice to staff at all levels. 4. Willingness and ability to work effectively in a team, proactively seeking and considering the ideas of others whilst positively contributing to the team environment. 5. Experience using MS Word and an applicant tracking or recruitment system.   ***Desirable Criteria***   1. SAP and SuccessFactors experience. 2. Experience using behavioural-based interview questions. 3. Experience administering abilities and work sample tests.   **CSIRO is a values based organisation. You will need to demonstrate behaviours aligned to our values of:**   * Trust and respect * Creative spirit * Delivering on commitments * Health, safety and sustainability |

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| **Other Information:** |
| **How to Apply:**  Please apply for this position online at [www.csiro.au/careers](http://www.csiro.au/careers). To apply for this position you will be required to submit one document containing your resume and a (short) letter outlining why this position interests you and how you would contribute to CSIRO’s success. You may be asked to provide additional information at a later time. Applicants who do not provide the information when requested may not be considered.  If you experience difficulties applying online call 1300 984 220 and someone will be able to assist you. Outside business hours please email: [csiro-careers@csiro.au](mailto:csiro-careers@csiro.au).  **Contact:**  If after reading the selection documentation you require further information please contact:  Ms Dympna Austinvia email: [dympna.austin@csiro.au](mailto:dympna.austin@csiro.au) or phone: +61 2 9325 3130.  *Please do not email your application directly to Ms Austin. Applications received via this method may not be considered.*  **Referees**:  Before being appointed the successful applicant will need to provide contact details of two previous supervisors.  **About CSIRO:**  Australia is founding its future on science and innovation. Its national science agency, the Commonwealth Scientific and Industrial Research Organisation (CSIRO) is a powerhouse of ideas, technologies and skills for building prosperity, growth, health and sustainability. It serves governments, industries, business and communities across the nation.  Find out more! [www.csiro.au](http://www.csiro.au).  **CSIRO Human Resources:**  CSIRO has over 5,000 staff across Australia on 52 sites and is expanding its international presence. There are approximately 100 human resources specialists, eleven of whom are Recruitment Consultants in a virtual team based in all major capital cities. They report to the Work Place Relations and Policy Manager. These Consultants recruit scientists and engineers for their national and international reputation in research. The range of research they do is broad and includes space science, manufacturing, food & nutrition environment, energy, and oceans, agriculture and data management. As well they recruit managers, research projects, technical and administrative staff who support the engineers and scientists. |