# Position Details

|  |  |
| --- | --- |
| Advertised Job Title**:** | Senior Recruitment Consultant |
| Reference Number**:** | 56467 |
| Classification**:** | CSOF4 |
| Salary Range: | AU $80k to AU $91k plus up to 15.4% superannuation |
| Location**:** | North Ryde, Sydney |
| Tenure: | 12 month term |
| Relocation assistance**:** | Will be provided to the successful candidate if required. |
| Applications are open to: | [x]  Australian & New Zealand Citizens and Australian Permanent Residents  |
| Functional Area**:** | Administrative Services |
| % Client Focus - Internal: | 90% |
| % Client Focus - External: | 10% |
| Number of direct reports: | 0 |
| Reports to the: | Recruitment Team Leader |

|  |
| --- |
| **Role Overview:**Recruitment Consultants within the CSIRO Recruitment Team advise and assist scientists, engineers and managers before and during the recruitment process. As trusted advisers Consultants provide advice on sourcing applicants nationally and internationally, draft and place advertisements, monitor the responses and report on those. They provide advice and training to the Selection Panel on effective selection to improve hiring decisions, including behavioural-based interviewing abilities testing, personality assessment and work sample tests. Recruitment Consultants do everything necessary to ensure a quality hire - all within CSIRO policy and established practices.Senior Recruitment Consultants ensure recruitment projects are shared equitably, and do so by considering the workload across the Team nationally. During times of peak load or staff absences they take a proactive approach to sharing the workload.In line with CSIRO’s continuous improvement goals Senior Recruitment Consultants play a lead and/or proactive role in projects that improve the recruitment experience for managers and candidates. They do this through proposing and/or working on changes to the processes, systems and communication. To assist in this process they are encouraged to build internal and external networks, and where appropriate take on career development opportunities. |

|  |
| --- |
| **Duties and Key Result Areas:****The role of Recruitment Consultant will involve the following key duties:*** Manage complex and more senior recruitment projects that provide the best available employees to CSIRO and meet the needs of hiring managers - in accordance with CSIRO’s strategic direction and policies.
* Take a proactive approach to recruitment projects, especially passive and direct sourcing to provide the best available employees to CSIRO and meet the needs of hiring managers – in accordance with CSIRO’s strategic direction and policies.
* Influence sourcing decisions to ensure their effectiveness, taking into account the research/business needs of CSIRO, the employment market, talent pipelines, CSIRO’s workforce plans and the cost.
* Write compelling job advertisements that engage with the target audience while adhering to CSIRO’s branding and recruitment advertising requirements.
* Lodge advertisements on job boards and/or with the Federal Governments advertising agency.
* Do all that is required to provide a pool of quality applicants, reflective of the external labour pool.
* Oversee the various stages of the recruitment projects to improve the Time to Offer and Time to Fill.
* Gain subject matter expertise in niche labour markets within scientific and/or engineering and/or administrative occupations.
* Provide expertise, coaching and support to Selection Panels to ensure robust selection processes that facilitate informed decisions about potential appointees.
* Provide interview guides to Selection Panels.
* Consult with accredited team members to organise abilities testing, personality assessment and/or work sample tests or external providers as appropriate.
* Provide advice and education to hiring managers and Selection Panel members on CSIRO’s recruitment policies and procedures,
* Coach and guide CSOF3 Recruitment Consultants to assist their development and knowledge of recruitment and CSIRO policy.
* Work in a collaborative way with team members on site and virtually to ensure that peaks and troughs in workload are shared equitably across the team.
* Keep up-to-date and accurate records in CSIRO’s recruitment system in line with CSIRO Records requirements and the Federal Government’s archiving directions.
* Educate and provide assistance to hiring managers in the use of recruitment systems (SAP and SuccessFactors).
* Partner with HR In Business to provide a seamless approach to managers on effective recruitment.
* Attend recruitment planning and development meetings interstate and CSIRO HR forums to build internal networks and develop expertise within recruitment and HR.
* Assist with continuous improvement of recruitment outcomes and quality hires
* Adopt and work to the spirit of CSIRO values, code of conduct and health, safety and environment requirements.
* Other duties as directed.
 |
| **Key capabilities:*** Builds Trust: Gains the trust of others by demonstrating openness, honesty, respect, consistent behaviour, and acts in accordance with moral, ethical professional and organisational values.
* Communicates Well: Clearly conveys information and ideas (in writing and orally) to individuals and groups in a way that engages the audience and helps them understand and retain messages including the ability to present different/new recruitment options in an educative way.
* Problem Solving and Judgement: Secures and compares information from multiple sources to identify recruitment and organisational ill-defined or complex issues/problems, thinks laterally about possible solutions and then commits to action after weighing alternative solutions against important criteria.
* Initiates Action: Takes prompt action to accomplish objectives and goals beyond what is required - is proactive.
* Manages Work: Effectively manages time and resources to ensure that the work is completed efficiently to a high quality standard.
* Contributes to Team Success: Participates as a member of a national that builds the good reputation of the Recruitment Consultants Team.
* Influences: Creates and executes influencing strategies that persuade key stakeholders to take action that will advance shared interests and business goals.
 |
| **Selection Criteria:***Please note: Under CSIRO policy only applicants who meet all the essential criteria can be appointed****Pre-Requisite***Tertiary qualifications in psychology, human resource management, business or a scientific discipline or equivalent experience. ***Essential Criteria:**** A history of building effective working relationships with customers, peers, subordinates and managers and partnering with the colleagues in the RWRap team and the broader HR community.
* Above average communication skills with the demonstrated ability to convey information in an interesting and concise way in various advertising media to attract appointable applicants.
* Experience in effectively and innovatively solving recruitment problems and applying sound judgement and influencing skills to the challenges of sourcing, screening, assessing and selecting staff.
* Demonstrated ability to contribute to RWRaP’s delivery on innovation that aligns to CSIRO’s 2020 strategy by adopting innovative practices to attract, screen and select quality appointable applicants within competitive time-frames.
* A keenness to be an agent of change to move CSIRO’s recruitment from non-competitive practices to those that are competitive in acquiring talent, by dispelling CSIRO recruitment myths, driving down time to hire and educating managers in more effective sourcing, screening, assessment and selection of potential new hires.

**CSIRO is a values based organisation. In your application and at interview you will need to demonstrate behaviours aligned to our CSIRO’s values of:*** Excellent science
* Inclusion, trust & respect
* Health, safety & environment
* Delivery on commitments.

We work flexibly at CSIRO, offering a range of options for how, when and where you work. Talk to us about how this role could be flexible for you.  Find out more [Balance](https://www.csiro.au/en/Careers/A-great-place-to-work/Work-life-balance) |

|  |
| --- |
| **Other Information:****How to Apply:** Please apply for this position via Jobs Central accessible via SuccessFactorsIf you experience difficulties applying online call 1300 301 509 and someone will be able to assist you. Outside business hours please email: [csiro-careers@csiro.au.](file://C:\Documents%20and%20Settings\aus051\Local%20Settings\Temporary%20Internet%20Files\Content.Outlook\Local%20Settings\Temporary%20Internet%20Files\Local%20Settings\Temporary%20Internet%20Files\aus051\Local%20Settings\Temporary%20Internet%20Files\Content.Outlook\Stationery\csiro-careers@csiro.au) Please note only two documents can be attached to your application.**Referees:** If you do not already have the names and contact details of two previous supervisors or academic / professional referees included in your resume/CV please add these before uploading your CV.**Contact:** If after reading the selection documentation you require further information please contact Ms Dympna Austin by email at Dympna.Ausstin@csiro.au or by phone at 02 9325 3130 or 0438 127 722.*Please do not email your application directly to Ms Austin. Applications received via this method may not be considered.***About CSIRO:** At CSIRO, we do the extraordinary every day. We innovate for tomorrow and help improve today – for our customers, all Australians and the world. Our innovations contribute billions of dollars to the Australian economy every year. As the largest patent holder in the nation, our vast wealth of intellectual property has led to more than 150 spin-off companies. With more than 5,000 experts and a burning desire to get things done, we are Australia’s catalyst for innovation. CSIRO. We imagine. We collaborate. We innovate.**About CSIRO Recruitment:**CSIRO Recruitment is part of the Recruitment, Workplace Relations and Policy team within a large national human resources team. Recruitment Consultants provide advice, support and services that assist scientists, engineers and managers to source staff nationally and internationally and make informed selection decisions about potential new hires to facilitate the best appointments possible. |