

Position Description – Recruitment Officer

Updated 12/11/2025

POSITION DETAILS	
Portfolio	Corporate Services
Organisational Unit	People and Culture
Supervisor (Title)	Recruitment Advisor
Classification	Higher Education Officer Level 5
Employment Type	Fixed-term, full-time

POSITION SUMMARY
<p>Under general direction and working as part of the Recruitment Team, the Recruitment Officer is responsible for providing administrative support across University recruitment, working collaboratively with the Recruitment Advisor, Recruitment and Employment Services Manager within the People and Culture Services Team, as well as the wider People and Culture Division Teams.</p>

UNIVERSITY EXPECTATIONS AND VALUES
<p>All staff at Flinders are responsible for understanding their obligations and responsibilities as set out in the University's code of conduct and are expected to:</p> <ul style="list-style-type: none"> • demonstrate commitment to the University's values of Integrity, Courage, Innovation, Excellence, and the underlying ethos of being Student Centred; • contribute to the efficient and effective functioning of the team or work unit to meet the University's objectives. This includes demonstrating appropriate and professional workplace behaviours, providing assistance to team members, if required, and undertaking other key responsibilities or activities as directed by one's supervisor; • promote and support an inclusive workplace culture which values diversity and embraces the principles of equal opportunity; • perform their responsibilities in a manner which reflects and responds to continuous improvement; and • familiarise themselves and comply with the University's <i>Work Health and Safety, Injury Management and Equal Opportunity</i> policies. <p>A current Nationally Coordinated Criminal History Check which is satisfactory to the University will be required by Flinders University before the successful applicant can commence in this position. <i>A criminal record will not automatically disqualify a candidate from consideration. Each case will be assessed on its individual merits and relevance to the inherent requirements of the role.</i></p>

KEY POSITION RESPONSIBILITIES

The Recruitment Officer is responsible for:

1. Administering the advertising of positions on the relevant platforms, including creating job requisitions, drafting and posting job advertisements.
2. Collation and distribution of applications to Panel Members in a recruitment process.
3. Undertaking relevant administrative tasks in the HR system in relation to employment and recruitment. Providing administrative support to the Vacancy Management Review Group process.
4. Triaging and responding to queries received from Hiring Managers as appropriate.
5. Supporting the Recruitment Officers and Recruitment Lead, including actively participating in Selection Committee Activities including interview panels as a People and Culture representative as required.
6. Providing assistance to Advisors, the Recruitment and Employment Services Manager and the Employment Services Team as required.
7. Providing support to the Recruitment Advisors and the preferred candidate with the relocation process.
8. Any other responsibilities in line with the level of the role as assigned by the Supervisor and / or the University.

KEY POSITION CAPABILITIES

- Relevant tertiary qualification, or equivalent combination of experience and/or education and/or training.
- Exposure to or a demonstrated understanding of P&C administrative and recruitment processes.
- Demonstrated administrative experience working with automated HR processes and software.
- Effective to well-developed interpersonal skills with demonstrated ability to liaise effectively with a wide range of stakeholders.
- Effective to well-developed written and oral communication skills with good attention to detail.
- Effective to well-developed organisational skills with demonstrated ability to prioritise work, meet deadlines and use initiative.
- Demonstrated understanding of, and a commitment to, the requirements of confidentiality within a professional work team.
- Experience in the Higher Education Sector (desirable).
- Experience in Human Resources (HR) divisions and or similar position and / or a recruitment firm (desirable).