

# POSITION DESCRIPTION



## Talent Coordinator

### POSITION DETAILS

<b>Position Title</b>	Talent Coordinator
<b>Classification</b>	HEW 5
<b>Position Number</b>	TBC
<b>School/Office</b>	Office for People
<b>Division</b>	Talent Acquisition

### POSITION PURPOSE

This position supports the delivery of strategic talent acquisition initiatives by coordinating recruitment activities, enhancing candidate experience, and contributing to continuous improvement across the Talent Acquisition function. The role adds value beyond transactional processing by applying insights, systems knowledge, and stakeholder engagement to improve recruitment outcomes.

### KEY ACCOUNTABILITIES

1. Coordinate end-to-end recruitment logistics including advertising, interview scheduling, and onboarding activities.
2. Enable candidate experience improvements by identifying and resolving process gaps and communication issues.
3. Maintain accurate and compliant records across recruitment systems and documentation.
4. Contribute to process enhancements by identifying opportunities to streamline workflows and reduce duplication.
5. Support hiring managers and Talent Partners with timely information, advice, and system navigation.
6. Prepare recruitment reports and dashboards to inform decision-making and track progress.
7. Engage with internal stakeholders to ensure alignment of recruitment activities with workforce plans.
8. Apply continuous improvement principles to enhance service delivery and reduce manual effort.

## QUALIFICATIONS, EXPERIENCE AND SKILLS

### Essential:

- Diploma qualification in Human Resources, Business, or related field; or equivalent experience.
- Experience in recruitment coordination or HR administration.
- Strong attention to detail and ability to manage competing priorities.
- Excellent communication and stakeholder engagement skills.
- Proficiency in Microsoft 365 and recruitment platforms (e.g., SmartRecruiters, Greenhouse, PageUp etc).
- Demonstrated ability to work independently and contribute to team outcomes.

### Desirable:

- Experience in higher education or public sector recruitment.
- Familiarity with diversity and inclusion practices in recruitment.

## KEY RELATIONSHIPS

- **Reports to:** Associate Director, Talent Acquisition
- **Supervises:** None
- **Key internal relationships:**
  - Hiring Managers
  - Hiring Coordinators
  - HR Business Partners
  - Office for People colleagues
- **Key external relationships:**
  - Candidates
  - Recruitment agencies
  - Onboarding service providers

## CHALLENGES

- Balancing high-volume recruitment coordination with quality and compliance.
- Adapting to evolving recruitment technologies and automation.
- Maintaining stakeholder satisfaction across diverse portfolios.
- Contributing to strategic outcomes while managing operational demands.

## UNIVERSITY EXPECTATIONS

The University expects that all employees are aware of, and comply with legislation and Western's policies and procedures relevant to the position, including but not limited to:

- Code of Conduct
- Work Health and Safety and Wellbeing Management System
- Enterprise Agreement or Award
- Anti-discrimination principles, Equal Employment Opportunity and staff and student equity.

**Approved by:**

**Date:**