

Position Description

Recruitment Adviser

Classification:	HS3
Business unit/department:	Talent Acquisition and Workforce Planning - People & Culture
Work location:	Austin Hospital <input type="checkbox"/> Heidelberg Repatriation Hospital <input checked="" type="checkbox"/> Royal Talbot Rehabilitation Centre <input type="checkbox"/> Other <input type="checkbox"/> (please specify)
Agreement:	Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Officers) (Single Interest Employers) Enterprise Agreement 2021-2025
Employment type:	Full-Time
Hours per week:	40 (38 + ADO)
Reports to:	Recruitment Operations Manager
Direct reports:	N/A
Financial management:	Budget: nil
Date:	June 2025

Position purpose

With a largely decentralised model for recruitment at Austin Health, the Recruitment Advisor plays a key role in supporting the efficient and timely fulfillment of vacancies. This role provides support and advice to Hiring Managers across the candidate life cycle, including vacancy approval, job advertising, candidate database management, compliance with recruitment processes, employment contract management and onboarding activities.

Position responsibilities

- Collaborate with the Recruitment Operations team to ensure efficient, organised processes.
- Support Hiring Managers with Recruitment Requests and HRIS usage.
- Manage accurate and timely recruitment request approvals.
- Review job ads for compliance and advise on attracting suitable candidates and maintaining Austin Health's brand.
- Advise on advertising best practices, including ad copy and channels, and assess advertising performance.

- Recommend and implement improvements to job application processes for better candidate experience and application quality.
- Contribute to talent pool development and manage communication with candidates.
- Support recruitment campaigns and provide administrative assistance with candidate lists and CVs.
- Prepare and check employment contracts for consistency with the Enterprise Agreement classification structure.
- Ensure accurate new hire information and recommend improvements to onboarding processes.
- Provide guidance to managers on recruitment, employment contracts, and escalate issues as needed.
- Support the recruitment of international candidates, including visa and immigration advice.
- Influence stakeholders to support recruitment processes and policies.
- Coach hiring managers on best recruitment practices and collaborate with HR Consulting on training initiatives.
- Handle requests and enquiries promptly and assist with HR compliance checks and audits.
- Maintain accurate records and file notes for all employee interactions.
- Perform additional duties as required.

Selection criteria

Quality, safety and risk – all roles

All Austin Health employees are required to:

- Maintain a safe working environment for yourself, colleagues and members of the public by following organisational safety, quality and risk policies and guidelines.
- Escalate concerns regarding safety, quality and risk to the appropriate staff member, if unable to rectify yourself.
- Promote and participate in the evaluation and continuous improvement processes.
- Comply with the principles of person-centered care.
- Comply with requirements of National Safety and Quality Health Service Standards and other relevant regulatory requirements.

Other conditions – all roles

All Austin Health employees are required to:

- Adhere to Austin Health's core values: *our actions show we care, we bring our best, together we achieve, and we shape the future.*
- Comply with the Austin Health's Code of Conduct policy, as well as all other policies and procedures (as amended from time to time).
- Comply with all Austin Health mandatory training and continuing professional development requirements.
- Provide proof of immunity to nominated vaccine preventable diseases in accordance with Austin Health's immunisation screening policy.



**Our actions
show we care**



**We bring
our best**



**Together
we achieve**



**We shape
the future**

- Work across multiple sites as per work requirements and/or directed by management.

General information

Cultural safety

Austin Health is committed to cultural safety and health equity for Aboriginal and/or Torres Strait Islander People. We recognise cultural safety as the positive recognition and celebration of cultures. It is more than just the absence of racism or discrimination, and more than cultural awareness and cultural sensitivity. It empowers people and enables them to contribute and feel safe to be themselves.

Equal Opportunity Employer

We celebrate, value, and include people of all backgrounds, genders, identities, cultures, bodies, and abilities. We welcome and support applications from talented people identifying as Aboriginal and/or Torres Strait Islander, people with disability, neurodiverse people, LGBTQIA+ and people of all ages and cultures.

Austin Health is a child safe environment

We are committed to the safety and wellbeing of children and young people. We want children to be safe, happy and empowered. Austin Health has zero tolerance for any form of child abuse and commits to protect children. We take allegations of abuse and neglect seriously and will make every effort to mitigate and respond to risk in line with hospital policy and procedures.



Our actions
show we care



We bring
our best



Together
we achieve



We shape
the future