

Position Description



Position Title	Talent Acquisition Coordinator
Position No	00073276
Delegation Level	006
Job Designation	Coordinator
Organisational Unit	Recruitment
	Remuneration, Resourcing & OD
Work Centre	Brisbane
Position Type	Permanent
Rail Safety Worker	No
Medical Fitness Standard	Refer to relevant business instructions.
Performance Plan Type	Team Member - PPR
Shiftworker	No
Classification (Range)	AS4 .1 - AS4 .4
Pay Scale Type	ASPT
Reports to Position	Recruitment Lead

QUEENSLAND RAIL VALUES:

1 Queensland Rail - We do better together
Treat others with respect - We appreciate everyone's contributions and differences
Empower our people - We have confidence in our people
Act Safely - We work safe, to go home safe
Make a positive difference - We learn from today, to improve tomorrow

Position Purpose

Source and maintain suitable candidate pipelines to assist the recruitment team in identifying best talent for Queensland Rail. In addition, provide high level support to the Recruitment team enabling delivery of end to end recruitment and talent acquisition services, including coordination of our contingent work force requirements.#

Position Responsibilities

1. Actively source and identify potential candidates through various channels including, but not limited to, LinkedIn, Seek Talent Search, social media platforms, professional networks, and referrals.
2. Build and maintain candidate pipelines to enable a steady flow of suitably aligned candidates for current and future job openings
3. Assist the Recruitment team in the coordination and execution of end-to-end recruitment processes, including job posting, candidate screening, scheduling interviews, and organising medical and reference checks.
4. Handle administrative duties related to recruitment activities, including but not limited to, organising candidate files, maintaining recruitment databases, and generating recruitment reports.
5. Management of shared inbox; actioning, allocating and escalating enquiries as appropriate.
6. Assist with the preparation and review of recruitment materials, such as panel packs and letters of offer.
7. Function as first point resolution to incoming candidate phone calls and emails through answering enquiries and addressing candidate concerns.
8. Additional duties may include assistance at Job Fairs, Open Days, Assessment Centres, reporting and compliance.

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Additional Factors

The appointee will be required to :-

- Comply with Queensland Rail's Code of Conduct;
- Observe all legal and safety obligations of the organisation;

What is the key selection criteria

1. Extensive knowledge of a full recruitment life cycle, including job postings, candidate screening, interview scheduling, and facilitating medical and reference checks.
2. Substantial level of skill to effectively source and identify potential candidates through a variety of channels including LinkedIn, Seek Talent Search, social media platforms, professional networks, and referrals.
3. Substantial level of skill in delivering exceptional service and support to candidates to ensure a positive candidate experience throughout their recruitment journey.
4. Substantial Level of skill with attention to accuracy and detail with the ability to prioritise various administrative duties related to recruitment and talent acquisition activities at the same time.
5. Substantial knowledge in coordinating contingent workforce needs, including temporary Labor hire requirements, liaising with third-party vendors, and ensuring successful engagement of temporary resources.
6. Sound level to collaborate effectively within a recruitment team, supporting colleagues and contributing to overall team goals and objectives.
7. Sound Level to perform various tasks including assistance at job fairs, open days, assessment centres, and involvement in reporting and compliance activities.
8. Knowledge of and willingness to commit to and work within Queensland Rail's Values and Behaviours.

Pre-employment Checks:

Not Applicable

Health, Safety and Environment Responsibilities

Comply with the overarching document called Health, Safety and Environment Responsibilities MD-11-6843 located in the Safety and Environment Management System.

Personal Protective Equipment needs:

Refer to relevant business instructions.

Safety Publications

Refer to relevant business instructions.

Please Note:

Queensland Rail has a random alcohol and other drug testing program.
Testing can occur anywhere, at any time, on any day.