



Position Description

Position Title: Talent Acquisition Officer	Classification: Bond Level 3
Faculty/School/Office: People and Talent	Date Position Classified/Updated: October 2026

About the People and Talent Office:

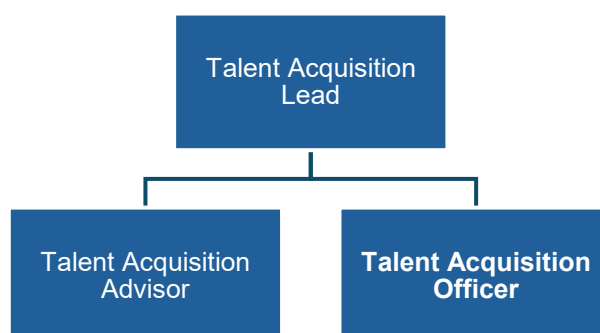
The People and Talent Business Partner model provides strategic HR support and guidance across the University. At its core, there is a focus on building strong relationships with academic and administrative leaders to address HR needs, maximise and support talent acquisition and retention, enhance employee engagement, and ensure effective implementation of HR initiatives.

Purpose of the Position:

The Talent Acquisition Officer provides administrative and operational support to the University's talent acquisition function. The role is responsible for coordinating recruitment activities, maintaining recruitment systems and records, supporting hiring managers and candidates through the recruitment process, and ensuring the efficient delivery of recruitment administration. The position contributes to a positive candidate experience and supports the effective delivery of talent acquisition services across the University through the provision of accurate, timely and detail-oriented recruitment administration and process support.

Reporting Relationship:

This position reports to the Talent Acquisition Lead. This position does not have any direct reports.



Selection Criteria:

- A bachelor's degree in Human Resources, Business Administration or a related discipline, or equivalent relevant experience.
- Demonstrated experience in recruitment administration, HR support or talent acquisition operations.
- Strong organisational and administrative skills with the ability to manage competing priorities and deadlines.
- Well-developed customer service skills with the ability to provide professional support to internal and external stakeholders.
- Strong written and verbal communication skills.
- High attention to detail with experience maintaining accurate records and documentation.
- Demonstrated experience using HRIS, recruitment systems and Microsoft Office applications.
- Ability to interpret and apply policies, procedures and recruitment guidelines.

Desirable Criteria:

- Experience within a similar role in higher education or a recruitment agency is advantageous.

Competency	Responsibility
Recruitment Administration	• Coordinate recruitment administration activities across the end-to-end recruitment process.. • Create and publish advertisements across approved recruitment channels. • Coordinate interview scheduling, venue bookings, candidate communications and panel logistics. • Conduct reference checks and other pre-employment screening activities as required. • Assist with the preparation offer documentation and onboarding paperwork. • Assist with pre-employment checks for new employees. • Maintain recruitment templates, forms and correspondence.
Candidate and Hiring Manager Support	• Act as a first point of contact for recruitment-related enquiries and manage enquires in the Talent inbox. • Provide timely updates to candidates and hiring managers throughout the recruitment process. • Support a positive and professional candidate experience. • Escalate complex recruitment matters as appropriate.
Recruitment Systems, Data and Compliance	• Maintain accurate records within recruitment and HR systems. • Ensure recruitment documentation complies with University policies and record-keeping requirements. • Maintain accurate and up-to-date recruitment records and data within the recruitment system, Talent inbox, Microsoft Planner and the Recruitment G Drive folder to support talent acquisition operations, reporting and recruitment performance metrics. • Support data integrity reviews and system audits. • Assist with ensuring recruitment activities align with legislative and policy requirements.
Recruitment Operations	• Coordinate casual talent pools, volunteer and work experience administration processes. • Assist with recruitment marketing activities and careers events. • Support the implementation of new recruitment tools, systems and process improvements. • Assist with the administration of recruitment advertising expenditure and related reporting. • Undertake other duties as directed.
Quality Assurance and Continuous Improvement	• Demonstrate an understanding of, and contributes to, quality assurance and continuous improvement activities relevant to the role. • Perform duties in alignment with the Bond University Strategic Plan, University policies, and established quality assurance and review processes.

Cultural Safety, Inclusion and Respect	• Demonstrate respect for diversity and contribute to a culturally safe, inclusive and discrimination free workplace. • Engage respectfully with staff, students and stakeholders from diverse cultural, linguistic and social backgrounds, including Aboriginal and Torres Strait Islander peoples. • Comply with University policies and applicable anti discrimination and workplace behaviour legislation. • Participate in relevant training or development activities that support cultural safety and inclusive practice.
Work Health and Safety Responsibilities	• Take reasonable care for own health and safety and that of others, in accordance with the Work Health and Safety Act 2011 (Qld). • Comply with University WHS policies, procedures and instructions, including those relating to psychosocial health and safety. • Promptly report hazards, incidents and risks to their manager or through established reporting mechanisms. • Where the role has supervisory or managerial responsibilities, ensure risks are assessed, appropriate controls are implemented, and workers are consulted in accordance with WHS legislation. • Complete mandatory and assigned WHS training. • Comply with return-to-work program requirements following injury/illness.

Note – the successful applicant will be required to produce a certified copy of their highest qualification received prior to commencement of duty.

It is not the intent of this position description to limit the scope of this position in any way but to give an overview of this role at Bond University. You may at times be required to work at other tasks and areas as directed by the Management.