

## Identified Role – Full time opportunity TAFE NSW – Talent Acquisition Officer

---

**Be Passionate. Have Purpose. Make your next career choice the right one**

**This role is available to be based at any of the following campus locations; Albury, Kingswood, Newcastle, Orange, Penrith, Port Macquarie, Strathfield, Tamworth, Wetherill Park and Wollongong West. Applicants located in the regional area of Tamworth are strongly encouraged to apply.**

**Our Vision** is to be the leading provider of lifelong learning, meeting the evolving needs of industry and learners in communities across NSW and dedicated to increasing the TAFE NSW Aboriginal and/or Torres Strait Islander workforce.

**A day in the life of a Talent Acquisition Officer** – The Talent Acquisition Officer is responsible for providing administrative support and advice for the delivery of customer focussed end to end talent acquisition activities.

This is a TAFE Worker level 4 role and offers a base salary range of \$70,254 to \$77,546 p.a plus employer's contribution to superannuation and annual leave loading.

For further information regarding the role please review the [Position Description](#) and [Information Package](#)

### About You

To succeed in this role, you will:

- Identify as Aboriginal and/or Torres Strait Islander and be accepted and recognised in the community as an Aboriginal and/or Torres Strait Islander person
- Be self-motivated
- Have demonstrated experience undertaking volume administrative tasks
- Be agile and flexible in an ever-changing environment
- Be able to work to deadlines in a timely manner
- Have excellent customer service skills and be a strong communicator

### How to Apply

Your application for this role must provide:

1. Completion of the following targeted questions outlining your suitability for the role
2. An updated resume, including evidence that you meet the essential requirements of the position
3. Confirmation of Aboriginality – for advice and support regrading this please contact our friendly Aboriginal Employment Advocates – Alisha Soper 0459 614 182 or Jordan Smith 0488 235 933 or email [aboriginalemploymentadvocate@tafensw.edu.au](mailto:aboriginalemploymentadvocate@tafensw.edu.au) for a confidential conversation.

### Targeted Questions:

1. Provide an example of how you dealt with an unexpected issue involving highly administrative tasks and tight timeframes. What was your approach to managing the issue?
2. Describe a work situation where you have delivered excellent customer service. What was the situation? What role did you play and what was the outcome?

This recruitment may be used to create a Talent Pool for future roles (ongoing or temporary) that may arise over the next 18 months.

---

**Closing Date: Thursday 1st September 2022 at 11:59 pm**

**Role Specific Enquiries:** Carmen Jones, Manager Workforce Services via email [carmen.jones2@tafensw.edu.au](mailto:carmen.jones2@tafensw.edu.au) or 0403 760 912.

**Aboriginal Employment Support:** Bonita Bloomfield, Aboriginal Employment Specialist via email: [aea@tafensw.edu.au](mailto:aea@tafensw.edu.au)

**Technical Issues:** Please contact I WORK FOR NSW Support Team on 1800 562 679 (Mon-Fri) or [support@jobs.nsw.gov.au](mailto:support@jobs.nsw.gov.au)