

## eRecruitment System Roles

### Recruitment

Role	Overview
<b>Hiring coordinator</b>	A person within a school/branch who is responsible for moving applicants through the recruitment process. School managers, executive assistants and administrative assistants often perform this role. A hiring coordinator may also be a hiring manager.
<b>Assistant hiring coordinator</b>	A person within a school/branch who is responsible for moving applicants through the recruitment process. This maybe a back-up or additional recruiter within larger areas. School managers, EAs and administrative assistants often perform this role. A hiring coordinator may also be a hiring manager.
<b>Hiring manager</b>	A person within a school/branch who has a hiring need, i.e. the reporting manager of the prospective staff member. A hiring manager can review applications that have been assigned to them by the hiring coordinator.
<b>Panel coordinator</b>	The panel coordinator is the person who administers the selection and interview process in the system. They may also be the hiring manager or the panel chair (or their delegate). The panel can review feedback on applicants provided by panel members.
<b>Panel member</b>	A person who is involved in reviewing applications for a role in the system. Panel members can only review applications that have been short- or long-listed for roles they have been assigned to.

### Approvals

Role	Overview
<b>Hiring manager</b>	A person within a School/Branch who has a hiring need i.e. the reporting manager of the prospective staff member. A Hiring Manager will check the offer package information the Hiring Coordinator has entered into the Offer Card.
<b>Division/faculty finance manager</b>	A person who has authority on behalf of the executive manager to ensure that the proposed expenditure on recruitment and payroll is within the faculty or divisional budget.
<b>Head of school, faculty, institute or branch approver</b>	A person who is occupying (or acting in) a position that has authority granted by the Vice-Chancellor to approve the engagement of an employee and will be required to approve different aspects of the recruitment process (e.g. job and offer approvals). This person could also be a hiring manager.
<b>Executive manager</b>	Appointments with additional loadings also need to be approved by an executive manager with the appropriate delegations.
<b>School finance check</b>	A person who is responsible for ensuring that the proposed expenditure to advertise a position (in the job card) is within school/unit budget.

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### Onboarding roles

<b>Role</b>	<b>Overview</b>
<b>Onboarding coordinator</b>	A person who assigns and tracks onboarding tasks (e.g., provisioning of essential services, induction activities, etc.) for a new starter.
<b>Onboarding delegate</b>	A person who has been assigned by the hiring manager to assign and track onboarding tasks (e.g., provisioning of essential services, induction activities, etc.) for a new starter.

### HR roles

<b>Role</b>	<b>Overview</b>
<b>Advertising</b>	Members of the HR recruitment team who facilitate advertising the new role and support University staff in the recruitment process.
<b>HR consultant</b>	Members of the HR consulting team who assist in development of the position description and confirm that there is an approved position description for the role.
<b>HR visa</b>	Members of the HR recruitment team who ensure an applicant has the appropriate visa before being offered a job at the University.
<b>HR employee services</b>	Members of the HR employee services team who are involved in the generation of the employment contract.
<b>super user</b>	Recruitment team member(s) responsible for providing access to new users, support system users and managing configuration changes to the recruitment system.