

## Recruitment Advertisement Template

Please forward the Recruitment Advertisement Template along with the New Hire Request Form and Position Description to the Recruitment and Contracts Advisor when required to hire a new employee.

<b>POSITION TITLE:</b>	
<b>LOCATION:</b>	
<b>EMPLOYMENT TYPE (EFT):</b>	
<b>APPOINTMENT DURATION:</b>	
<b>CLASSIFICATION RANGE:</b> Prior to advertising, the classification recommended will be assessed & benchmarked by HR.	
<b>BENEFITS ON OFFER:</b> E.g.: Base + Super + Laptop + Blackberry + Salary Packaging	
<b>TOP 3 POSITION HIGHLIGHTS:</b> E.g.: <ul style="list-style-type: none"> <li>• Great working conditions, incl competitive salary &amp; generous Salary Packaging options.</li> <li>• Exciting opportunity to work in an expanding and diverse research field</li> <li>• Help make a difference within Australia's largest Child Health Research Institute!</li> </ul>	•
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<b>ABOUT THE POSITION:</b> Include information about the position, where it fits in the group / Theme / organisation, job tasks, who the role reports to, whether the position is a maternity leave replacement, where the position will go in the future, etc	
<b>YOU WILL BE RESPONSIBLE FOR...</b> Specific dot point description of tasks and responsibilities. No more than 6 dot points	
<b>TO BE SUCCESSFUL IN THIS ROLE YOU WILL HAVE...</b> What is absolutely essential? E.g.: Experience and qualifications, attitude, skills, knowledge etc (Selection Criteria)	
<b>CONTACT FOR FURTHER INFO:</b> Name and Work phone number only	