



Government of **Western Australia**
Department of **Justice**

Job Description Form

013345 Manager Recruitment

Recruitment Branch

POSITION DETAILS

Classification Level: 7
Award/Agreement: PSA 1992 / PSGOGA 2014
Position Status: Permanent
Organisation Unit: Corporate Support Division, Human Resources Directorate
Physical Location: Perth CBD

REPORTING RELATIONSHIPS

Responsible to: 012844 Director Human Resources - Level 9

THIS POSITION: **013345 Manager Recruitment - Level 7**

Direct reports: Senior HR Officer L6 Various
HR Officer L5 013607

OVERVIEW OF THE POSITION

The Manager Recruitment reports to the Director Human Resources and leads a branch that is responsible for ensuring the Department is able to identify, attract and recruit the right people with the skills necessary to accomplish organisational goals.

The Manager Recruitment is responsible for leading the development and implementation of a Departmental attraction and retention strategy. The Manager Recruitment is also responsible for leading the development of a Departmental recruitment strategy and framework according to Departmental values.

The role is responsible for leading, developing and managing both the recruitment administration function and the recruitment function for the Department; including management of fixed term and Senior Executive Services (SES) contracts, and also targeted and bulk recruitment, in conjunction with the Academy.

The role will be accountable for the management of redeployment and redundancy processes for the Department.

JOB DESCRIPTION

As part of the Recruitment team, the successful applicant will be expected to:

- Maintain focus on the Department's goals concerning safety, security and rehabilitation
- Work to improve communication and model integrity and respect in all interactions;
- Operate within the Department's Corporate Governance Framework, policies and procedures and ensure effective transparency and accountability of all Department activity;
- Operate within chain of command facilities to coordinate activities required to meet the Department's strategic objectives;
- Work collaboratively to achieve common goals and best practice and facilitate business improvements as appropriate;
- Facilitate cultural and management reforms within the Department through leadership and engagement; and
- Represent the Department's interest on committees and working groups as required.

ROLE SPECIFIC RESPONSIBILITIES

Duties include, but are not limited to, the following points:

- Leads the development and implementation of a Departmental attraction and retention strategy (including for Aboriginal people) aligned with the high level policy developed.
- Leads the development of a Departmental recruitment strategy, with a focus on equity and diversity.
- Manages the implementation and management of the redeployment and redundancy processes.
- Develops recruitment frameworks and plans to identify, attract and recruit the "right" people to deliver organisational goals according to Departmental values.
- Performs the recruitment administration function for the Department, including consultation and advice.
- Applies recruitment and resourcing principles, and develops contemporary and innovative attraction and retention strategies, in accordance with legislation and government policies governing human resource management and public sector processes.
- Performs the recruitment function for the Department including the management of fixed term and SES contracts, and also targeted and bulk recruitment.
- Ensures the delivery of end to end recruitment for Senior Executive Services personnel.
- Ensures the establishment, implementation and management of a process for unplanned recruitment including governance and approval requirements.
- Ensures recruitment activities and processes for key occupational groups are guided by the workforce planning function, with the selection process delivered by the Academy.
- Coordinates recruitment campaigns in consultation with other business areas that meet departmental needs, schedules and workforce demand forecasts.

- Other duties as required in accordance with strategic objectives, business plans, local workload priorities and performance management plans.

JOB RELATED REQUIREMENTS

In the context of the role specific responsibilities of this position, able to demonstrate the following capabilities:

1. Strategic Alignment - Leads the human resources function in providing a people strategy to the organisation

An ability to: manage an effective people strategy by influencing the environment the Department operates within whilst embodying relevant legislation; and lead and communicate responses and plans to address trends, issues and influences impacting on the human resources function.

2. Results Driven - Build capability in the WA Government and communicate the role of human resources and managers

An ability to: influence and communicate the alignment and contribution of innovative human resources activities, strategies and initiatives which embody good practice to government and Departmental objectives; direct and communicate the identification and management of risk; and influence and coach managers to build employee capability.

3. Workforce Capacity - Promote the people strategy for the present and future workforce

An ability to: direct the monitoring and assessment of organisational climate and employee engagement; lead and influence workforce planning activities to ensure the availability of a skilled and motivated workforce to meet current and future Departmental goals; and lead and promote support to managers to effectively manage the development, performance and behaviour of employees.

4. Relationship Management - Represent the human resources function in key relationships

An ability to: lead and influence communication and consultation channels with stakeholders to share information, perspectives and knowledge which support a collaborative, innovative and values based culture; and lead and influence managers to understand their people management responsibilities.

5. Credible Influence - Be a credible influence and champion for the human resources function within and outside of the organisation

An ability to: demonstrate personal and professional integrity at all times consistent with the WA public sector Code of Ethics and Departmental code of conduct; make sound, rational and ethical decisions; embody and apply expertise to advise and influence others in their decision making; be accountable for decisions and actions (and those of the human resources function); take personal responsibility for self and team for delivering quality outcomes which meet objectives; and communicate clearly and confidently across all levels of the Department.

6. Professional Expertise - Embody human resources expertise and create a learning culture for the human resources function and the organisation

An ability to: demonstrate self-awareness and commitment to personal development to the human resources function and across the organisation; recognise and develop capabilities to meet performance expectations and seek additional expertise when required; coach and influence to translate human resources theory into practice to deliver value to the Department; and lead the delivery of human resources services and tools that improve workforce performance and people management expertise across the Department.

7. Culture and Change Management - Influence and shape culture and direct change processes required to support desired organisational culture

An ability to: work with the Executive to articulate vision for the Department and communicate the need for change when required; lead and influence the design and delivery of innovative people practices to enable a positive culture; influence processes and provide support to the Department when change is required; and influence employees to understand the impact of their behaviour on Departmental culture.

SPECIAL REQUIREMENTS/EQUIPMENT

Nil

CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the job.

DELEGATED AUTHORITY

Signature: _____ Date: _____

HR CERTIFICATION DATE: _____