



Recruitment Officer

POSITION DESCRIPTION FORM

Region / Portfolio:

Workforce

Position Description Number:

Generic 13

Directorate / Command / District / Division:

Police Recruitment, Deployment and Promotion

Level:

Level 2

Work Unit:

Police Recruiting Branch

Employment Conditions

Industrial Agreement/Award: Current PSA PSCSAA and Agency Specific Agreement

Work Pattern: Monday – Friday (Day Work): May be required to work outside normal operating hours

Location: Joondalup

Position Objective

As part of the recruiting team, ensures applicants undertake all evaluations and processes as required and maintain a quality service to internal and external customers.

Role of Work Unit

The Police Recruiting Branch manages the recruitment, screening and selection services for entry into the Western Australia Police Force as a Police Officer, Transitional or Re-engaging Officer, Police Auxiliary Officer or Police Cadet. The branch is responsible for the attraction of applicants through marketing and advertising, receiving and assessing applications to the required standard and notifying applicants of selection decisions.

Reporting Relationships

This position reports to:

- Recruitment Coordinator, Level 5

Direct reports to this position include:

- Nil

Total number of positions under control: Nil

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Key Accountabilities

1 Recruitment Activities (75%)

- 1.1 Assists with application loading and collection of pre-requisite documents from applicants.
- 1.2 Arranges with applicants suitable times to undertake recruitment evaluations and all other activities required for recruitment.
- 1.3 Supervises the evaluations of applicants when required.
- 1.4 Ensures all results pertaining to evaluations are correctly recorded and maintained.
- 1.5 Coordinates assessment of country, interstate and overseas applicants to ensure they complete all required recruitment activities and evaluations.
- 1.6 Liaises and gathers information from applicants and prospective applicants, defence force, interstate police and international police personnel agencies in order to determine eligibility and suitability of applicants to join or re-engage with the WA Police Force.
- 1.7 Provides advice on recruitment standards, assessment times and a wide range of topics relating to career pathways into the WA Police Force.
- 1.8 Arranges for applicants to be listed in the Police Gazette.
- 1.9 Maintains statistical information pertinent to police recruiting activities.
- 1.10 Coordinates final assessment processes to include the collection of identifying particulars, final health assessment and bankruptcy checks from applicants.

2 Liaison and Advice (20%)

- 2.1 Prepares written correspondence to applicants to advise of evaluation outcomes.
- 2.2 Attends to enquiries at recruitment reception, phone or email from general public regarding recruitment procedures and entry into the WA Police Force.
- 2.3 Performs diversity and attraction activities such as career expos as directed by the Recruitment Coordinator.

2 Other (5%)

- 3.1 Understands and complies with information security policies and procedures to ensure information holdings/systems are kept confidential and utilised accurately and reliably
- 3.2 Demonstrates and advocates a high level of ethics and integrity in accordance with the agency's professional standards and Code of Conduct including reporting wrongdoing.
- 3.3 Undertakes other duties as directed.

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Work Related Requirements

Essential

Context in which work related requirements will be applied and or general standard expected.

Communication skills

Providing clear, succinct information. Preparing general reports, letters and memos. Relating effectively with personnel at all levels and members of the public. Negotiating issues. Resolving conflicts.

Planning and organisational skills

Preparing and scheduling evaluations. Recording and processing information accurately and in a timely manner.

Ability to work in a team

Contributing to the operations of a large sized team in a dynamic environment.

Recruitment skills

Applying contemporary recruitment practices, methods and rationale applied in targeting and recruiting potential applicants.

Data management and analysis skills

Maintaining HR related data. Entering, manipulating and extracting information from spreadsheets and databases, with a high level of attention to detail.

Capability Framework

The framework is intended to support staff and supervisors through the performance cycle and identify core competencies relevant to the rank and/or classification level.

Leadership Context

We believe all our people are leaders irrespective of their role. We consider this as critical to our success and, to support this, we have adopted [Leadership Expectations](#) which provides a common understanding of the mindsets and expected behaviours required of all our employees and the public sector.

The leadership context for this role is **Personal Leadership**.

Certification

These details are an accurate statement of the duties, responsibilities and other requirements of the position.

Position Title and Work Unit	Name	Date
Organisational Design Officer Organisational Design and Analysis	Julie Norrish	20/08/2024
Executive Manager Police Recruiting Branch	Liz Boyd	22/08/2024