



Recruitment Systems Analyst

Recruitment

Position number	00030694
Agreement	Public Sector CSA Agreement 2024 or as replaced
Classification	Level 5
Reports to	Recruitment Systems Coordinator (Level 6)
Direct reports	Nil

Context

The Staffing Services directorate provides a human resource consultancy service to principals, line managers and staff in schools, central and regional offices.

Our team offer support with:

- the attraction, recruitment, selection and appointment of quality staff
- position and salaries budget management
- case management of employees requiring placement the housing and transport of rural and remote staff.

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Key responsibilities

- Collect and collate recruitment information for the purpose of analysing data and providing quality and compliance reviews and reports relating to online recruitment and selection processes using a range of reporting tools.
- Undertake daily systems maintenance and monitoring and resolve unique and challenging problems experienced by users.
- Provide planning and leadership support in the application of system processes and online initiatives in the recruitment, selection and appointment of staff.
- Assist in the delivery of outcomes, accuracy of data and ensure system functionality and enhancements are maintained.
- Identify, implement and test systemic and process alterations to enhance the functionality of the online recruitment and candidate management system.
- Assist in the development of strategies and procedures to maximise system performance and specific requirements to improve the effectiveness of the online system for school recruitment processes.
- Develop and maintain quality assurance strategies that identify and report on recruitment activities and statistics on a fortnightly, monthly and ad-hoc basis.

- Provide timely and accurate information, consultation and advice on operational issues which supports the implementation and maintenance of the Department's online recruitment and selection process.
- Provide a comprehensive training function, including the development, delivery and facilitation of resources to minimise risk to the Department and support compliance with Public Sector requirements.
- Establish and maintain positive and collaborative working relationships with internal and external stakeholders to support and resolve infrastructure and system issues.

Selection criteria

1. Demonstrated substantial skills and experience in the administration of a candidate management system and/or human resource management information system.
2. Demonstrated experience using reporting tools to extract, collate and present data from a range of sources.
3. Demonstrated skills, knowledge and experience in recruitment and selection principles, practices and processes.
4. Demonstrated well developed conceptual and critical thinking skills with a proven ability to identify and analyse issues and provide innovative system and reporting solutions.
5. Demonstrated strong organisation skills with the ability to plan, prioritise and balance competing demands in a dynamic environment.
6. Demonstrated well developed communication and interpersonal skills and ability to establish and maintain collaborative networks.

Eligibility and training requirements

Employees will be required to:

- consent to a Nationally Coordinated Criminal History Check and obtain a current Screening Clearance Number issued by the Department of Education's Screening Unit prior to commencement of employment
- complete the Department's induction program within 3 months of commencement
- complete any training specific to this role required by Departmental policy
- complete the Department's training in Accountable and Ethical Decision-Making within 6 months of appointment and every 3 years thereafter
- complete the Department's Aboriginal and Torres Strait Islander cultural awareness online course within 3 months of commencement.

Certification

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

ENDORSED

Date 10 March 2026
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