Department of Education
GOVERNMENT OF WESTERN AUSTRALIA

Job Description Form

Candidate Management Administrator
Recruitment

Position number	Generic
Agreement	Public Sector CSA Agreement 2024 or as replaced
Classification	Level 4
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

- Administer, maintain and pursue enhancement of the Department's online recruitment and candidate management system in support of the recruitment, selection and appointment processes.
- Is the first point of contact in system support for users engaged in the recruitment process (e.g. selection panel members, principals and line managers).
- Provide support and advice via telephone, email or in person, as appropriate, ensuring clients are provided with a customer-focussed and efficient service.
- Develop and implement data entry procedures to support the specific requirements of recruitment processes and the training and support of Recruitment Officers in these procedures.
- Develop and maintain system documentation, procedures and user guides in line with Department policy.
- Deliver training to panel members, principals and line managers in the use of the online recruitment and candidate management system.

- Implement, review and maintain system access templates, settings and configurations to enhance the delivery of online recruitment processes, system usability and user accesses.
- Develop, maintain and prepare reporting templates through the extraction of data according to relevant specifications for management reporting.
- Work closely with the Department's Information and Communications Technologies (ICT) division to resolve infrastructure and systems access issues and provide updates on the progress of the resolution of these issues to senior management.
- Liaise with the system service provider to develop, test and implement identified enhancements to improve the effectiveness of the delivery of recruitment processes through the online system.
- Conduct quality assurance checks to ensure access to recruitment process information and documentation meets Department requirements and provide support in the application of these quality assurance processes.

Selection criteria

1. Demonstrated practical experience in the use and administration of a large candidate management system and/or human resource management information system or a large complex database.
2. Demonstrated well-developed conceptual and analytical skills with the ability to extract and analyse data to identify errors, trends and opportunities for improvement.
3. Demonstrated well developed communication and interpersonal skills, including the ability to build and maintain positive relationships with stakeholders.
4. Demonstrated experience in contributing collaboratively within a team environment to support team processes and outcomes.
5. Demonstrated well developed organisational skills with the ability to plan, prioritise and time manage tasks to meet deadlines.

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
Reference   D26/0185303