



Recruitment Consultant

Classification	Level 4
Position number	00032507
Business unit	Corporate Strategy and Performance
Branch	People and Culture
Award and Agreement	Public Service Award 1992 and relevant Public Sector CSA Agreement

About us

The Department

The Department of Treasury and Finance (DTF) is at the centre of Government decision-making. As the principal economic and financial advisor, we provide leadership and strategic advice and influence to support the delivery of services and outcomes for the benefit of Western Australia.

What we do is integral to the Government's decision-making processes about where and how to spend taxpayer's money to ensure Western Australians have access to quality services on a financially sustainable basis.

We lead procurement and leverage our buying power to secure products and services for government, achieving value for money for WA.

We collect revenue to fund government services and administer payment of grants and subsidies to the WA community.

The Team

The **People and Culture** function is a key enabler of organisational effectiveness and success. It provides integrated workforce leadership across **HR Business Partnering**, **HR Operations**, **Organisational Development**, and **Work Health and Safety**. The team delivers strategic human resource partnering to support leaders with expert workforce advice and proactive solutions aligned to organisational priorities. Core operational activities ensure consistent, efficient and compliant HR practices that enable a positive employee experience. The function builds organisational capability through development programs, talent initiatives and change strategies that strengthen performance and culture. It also drives engagement by shaping inclusive practices and supporting employees throughout the employment lifecycle. With a strong focus on physical and psychological safety, the team oversees and contributes to, safe systems of work and a healthy, supportive workplace.

The role

Key responsibilities

The **Recruitment Consultant** is primarily responsible for:

- providing a customer-focused recruitment and job design and classification service to a portfolio of customers;
- advising on and delivering contemporary recruitment, selection and appointment, job design and classification strategies and processes; and
- working collaboratively across the People and Culture team to deliver team and organisational objectives.

Key duties

- Identifies and implements new and innovative ways of working by seeking out contemporary attraction, recruitment and selection practices and applying these to continuously improve service delivery.
- Consults with and provides advice to, hiring managers in the effective recruitment of their staff, including the provision of advice on innovative attraction, recruitment and selection approaches.
- Proactively participates in and/or coordinates end-to-end selection processes including advertising, panel support, quality assurance of selection processes, process outcome notifications to applicants and onboarding.
- Provides advice on, and expertise in, job design, classification assessment, existing position reviews and relevant policy and processes.
- Reviews recruitment and selection processes to ensure they are compliant with Public Sector Standards and policy requirements.
- Contributes to the development and implementation of attraction, recruitment and selection policies, initiatives, strategies and projects.
- Assists in generating recruitment reports and metrics to track key recruitment performance indicators.
- Maintains accurate recruitment, classification and establishment records.
- Contributes to the development of recruitment and selection skills programs and assists with the delivery of recruitment and selection training programs.
- Exhibits accountability, professional integrity and respect consistent with DTF's values, Code of Conduct and the Public Sector Code of Ethics.
- Undertakes other duties as required.

Key requirements

Core competencies

The five core capabilities below, part of the [Capability Framework](#), articulate the desired behaviours and skills required for successful performance in the role. Each capability is supported by a set of behavioural indicators. You will need to ensure that you consider and demonstrate the behavioural indicators relevant to the classification level and within the context of the role.

1. Strategy and Analysis
2. Achieves results
3. Build productive relationships
4. Displays personal drive and integrity
5. Communicates and influences effectively

Essential role-specific requirements

1. Experience in providing a customer focused HR support and advice across a range of HR functions which includes recruitment and job design activities.
2. Demonstrated ability to anticipate customer needs and prioritise tasks to meet competing demands and deadlines.

Desirable role-specific requirements

1. Possession of, or progress towards a relevant tertiary HR qualification or relevant equivalent.

Reporting relationships



Certification

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

Assistant Director, People and Culture 30/03/2026
