



Position Description

Position Title:	People Services Officer - Recruitment	Classification Level:	3
Position Number:	22060	Reports to:	Recruitment & Payroll Team Leader, L5
Directorate:	Service and Invest	Supervises:	0 FTE
Branch/Section:	People and Culture/ People Services	Location:	Perth Metropolitan Area

Our Values

Empathy

We listen and understand all perspectives and are fair, authentic and compassionate

Clarity

We are clear on our purpose and role, and how we develop, inspire and improve

Accountability

We act with integrity and courage, embracing our collective responsibility and honouring our commitments

Respect

We treat everyone with dignity, recognise contributions, foster collaboration and value diversity

Role Summary

Provides a customer focussed advisory and information service and co-ordinates, monitors and ensures the advertising, selection and filling of vacant positions, secondments, transfers, and acting opportunities across the Department.

Responsibilities

- Undertakes recruitment activities including the advertising and administering of the recruitment process, including permanent, fixed term, temporary deployments, and labour hire personnel.
- Co-ordinates the redeployment clearance process with the Public Sector Commission, including internal clearance. Liaises with Managers of Vacancy regarding redeployee referrals.
- Designs the structure and content of innovative advertisements to be published in relevant mediums.
- Administers and maintains the Recruitment Advertising Management System (RAMS) and Candidate Management System (CMS) and provides advice and training to departmental users.
- Completes all administrative recruitment requirements and provision of relevant advice to staff and applicants including preparing and disseminating advertised vacancy files and generating outcome letters, contracts, appointments, secondments, transfers and probation notifications.
- Coordinates pre-employment checks including working rights and criminal records screening clearance.
- Assists with managing vacancy data within the organisation.
- Ensures statistics and recruitment activities are accurately recorded in accordance with the State Records Act 2000 provides data and reports on recruitment activities as required.



- Maintains up-to-date knowledge of Recruitment, Selection and Appointment policies, procedures, and practices, including on-line solutions, and department initiatives.
- Assists in the review, development and implementation of recruitment activities, systems and processes and contributes to system and business service improvements.
- Assists with personnel and payroll requirements including verifying higher duties allowance, temporary deployment, and roster change workflows to ensure adherence to legislative requirements.
- Engages in training and development initiative and programs to enhance professional development.
- Mentors People Services Officers regarding Recruitment matters.
- Knowledge, experience, and willingness to upskill in Payroll administrative tasks and HRIMS System to provide support across teams as required to enable the effective management of People Services functions.
- Demonstrate the values in all interactions to contribute towards a values-led organisational culture.
- Demonstrate the expected leadership behaviours and mindsets in the context of Personal Leadership.
- Perform other duties as required.

Essential Requirements

- Well-developed analytical and problem-solving skills with the ability to interpret and provide advice on relevant legislation, awards, agreements, policies, and procedures.
- Experience in the use of Human Resources Information Systems (HRIS).
- Well-developed planning and organisational skills and ability to undertake recruitment activities in an organised manner, demonstrating high-level attention to detail and the ability to use initiative.
- The ability to work as a self-motivated and collaborative individual in a highly sensitive and deadline orientated area and be able to adapt quickly to changing priorities.
- Well-developed communication and interpersonal skills, and the ability to liaise with internal and external stakeholders to deliver a customer-centric service.

Desirable Requirements

- Experience in a range of end-to-end recruitment activities.

Leadership Context

We believe all our people are leaders. We consider leadership to be critical to the success of the Department and the public sector and, to support this, we have adopted **Leadership Expectations**. This role operates in the **Personal Leadership** context. It is essential that you demonstrate the expected behaviours in the context of the role (additional detail provided in separate attachment).

- **Lead collectively:** Seek and build key relationships, work together, and focus on the greater good.
- **Think through complexity:** Think critically, work with ambiguity and uncertainty, assess solutions and impacts, and take calculated risks.
- **Dynamically sense the environment:** Be in tune with the political, social, and environmental trends that impact the work; understand and recognise the needs of others and leverage relationships for desired outcomes.



- **Deliver on high leverage areas:** Identify priorities, pursue objectives with tenacity and display resilience in the face of challenges.
- **Build capability:** Proactively develop others; share learning to promote efficiency and effectiveness; and champion diversity and inclusion.
- **Embody the spirit of Public Service:** Display empathy, compassion, humility and integrity, and a genuine passion for the work; demonstrate a responsibility to Western Australians; and work in the interest of the public good.
- **Lead adaptively:** Continuously seek to understand personal strengths and areas for improvement, be adaptive to change and adjust leadership style in different contexts.

Pre-employment Requirements

Australian Permanent Residency is a minimum requirement for permanent appointment to the WA Public Sector. For a fixed term contract or casual appointments, applicants require a valid Work Visa for the duration of the entire term.

Appointment is subject to 100 point identification check and Criminal Records Screening clearance.

Certification

Verified by: M. Trbojevic, Human Resources Consultant, March 2026

Classification Evaluation Date: April 2016