



Manager Recruitment and Establishment

Position No:	00025407
Classification	Level 7
Division:	Business and Corporate Services
Directorate:	People and Culture
Reports to:	Assistant Director, People Services, 00025394, Level 8
Direct reports:	4
Leadership Context:	Leading Leaders

Position Overview

The Manager Recruitment and Establishment is responsible for leading and managing the Recruitment and Establishment teams to deliver a responsive, accurate and solutions focussed job design and recruitment service for the Department.

The role provides extensive support to the Assistant Director and works collaboratively with key internal and external stakeholders to ensure a customer centric approach in the delivery of services. This includes the provision of strategic advice, and the design, implementation and management of contemporary and tailored strategies to address resourcing, job design and organisational design needs of the business.

Responsibilities

- Lead and manage the provision of a responsive, accurate and solutions focussed establishment and recruitment function by providing strategic advice and direction on all aspects of the recruitment, selection and appointment process through understanding business needs, tailoring strategies and adopting a recruitment partnered approach for the delivery of services.
- Ensure the Recruitment team delivers an end-to-end recruitment service on all resourcing matters. This includes the provision of accurate advice to hiring managers in relation to advertising, candidate assessment and selection, pre-employment screening and onboarding, probation and appointment.
- Manage conversion to permanency reviews, and Senior Executive Service contracts.
- Ensure the Establishment team delivers end-to-end establishment and classification services and are proactively engaging with the business on all types of classification and establishment matters. This includes job design and review, restructures, reclassifications, reporting relationship changes, temporary special allowances and other HR System updates.
- Oversight and submission of position classification assessments to the Classification Review Committee.

- Proactively build productive working relationships with internal and external stakeholders and undertakes the role of trusted Recruitment and Establishment partner in understanding issues, providing solutions and delivering quality outcomes.
- Provide expert advice and guidance on recruitment and establishment matters ensuring compliance with the relevant governance frameworks (e.g. *Public Sector Management Act 1994*, Public Service Award 1992, Industrial agreements, Commissioner's Instructions, Classification Determination principles, departmental policy).
- Keep abreast of new and innovative ways of working and adopt contemporary practices to continuously improve service delivery.
- Lead the recruitment and establishment teams and build technical and professional capability of staff through the provision of guidance, mentoring, development and provision of feedback.
- Manage the resourcing of the team including managing leave and employment issues, monitoring workloads and deliverables, seeking approvals for expenditure, raising purchase orders and approval of invoices and payments, and appropriate record keeping practices are followed.
- Responsible for leading the ongoing review and monitoring of Key Performance Indicators for all recruitment, selection and appointment processes, as well as classification and establishment matters and identifying trends and addressing areas for improvement.
- Ensure systems are effective in managing and reporting on recruitment, selection and appointment processes, and establishment data. Ensure effective quality assurance measures are in place to ensure recruitment activities comply with Public Sector Standards, industrial legislation and government policies and departmental policies and procedures.
- Ensure the Department's diversity goals, departmental values and leadership behaviours are embedded in all recruitment processes and provide input to attraction and retention, selection and appointment, classification and establishment issues that are identified in the Department's Workforce and Diversity Plan, Reconciliation Action Plan, Disability Access Inclusion Plan, Multicultural Action Plan and other Departmental plans.
- Responsible for proactively leading the communication and education to the business on recruitment and establishment policies and procedures.
- Identify contemporary issues and legislative changes that impact on the workforce, and leads the development and revision of relevant policies, procedures, templates and forms ensuring they are fit for purpose and streamlined.
- Proactively engage with People and Culture teams and work together on multi-disciplinary projects and issues, learning from others and drawing on own strengths to solve problems and deliver effective people and culture strategies and programs.
- Perform other duties as directed.
- Demonstrate professional and ethical workplace behaviours in alignment with the Department's Code of Conduct and Values. This includes ensuring work practices and behaviours foster an equitable, diverse, and inclusive work environment and support a safe and healthy workplace in accordance with Work Health and Safety legislation.

Essential Requirements

- Demonstrated experience in leading and managing a team with responsibility for the delivery of customer focussed people services.
- Demonstrated ability to provide high level advice on complex workforce resourcing challenges and apply critical thinking to provide contemporary solutions that address organisational needs.
- Demonstrated knowledge of public sector frameworks, legislation and industrial instruments relating to recruitment and establishment.
- Highly developed communication and interpersonal skills with the ability to engage, influence and collaborate with stakeholders to achieve organisational outcomes.
- Demonstrate the behaviours within the leadership context as outlined below.

Desirable Requirements

- Possession of, or progress towards a qualification in human resource management, change management, industrial relations, organisational development, or other relevant discipline.

Mandatory Pre Employment Requirements

- All positions within the Department require the occupant to have a Nationally Coordinated Criminal History Check (NCCHC) conducted with a satisfactory outcome.
- A pre-employment Conflict of Interest will be completed and assessed prior to appointment.

Workplace Behaviours and Expectations

The Department's [Code of Conduct](#) sets out the professional behaviours that we expect of our employees and consistent with our departmental values.

The [Public Sector Commission's Leadership Expectations](#) provide a clear understanding of expected leadership behaviours and associated mindsets for all public sector employees. The expected behaviours (see below) should be demonstrated in the context of [Leading Leaders](#) for this position.

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 interests 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

Further information can be obtained from looking at the [behaviour descriptors](#).

Our Vision and Values

To respect the past, to create opportunities today and to plan for the future.

Our values shape our attitude and actions, guiding us both personally and professionally.

Respect	We respect that our work is personal to our stakeholders and that every piece of land and site has a story.
Collaboration	We engage and collaborate to build prosperous places and connected communities.
Integrity	Our ethics and integrity guide our actions with every piece of land, site and opportunity to enable us to deliver great outcomes for Western Australia.
Innovation	We enable innovation, implementing innovative approaches to the way we work to create value for our stakeholders.
Professionalism	Our professionalism empowers us to use our specialised knowledge and skills to deliver our work to the highest standards.
Accountability	We work in the interest of the public and take responsibility for our actions and decisions.

Acknowledgement of Country

The Department of Planning, Lands and Heritage acknowledges the Aboriginal people as the traditional custodians of Western Australia. We pay our respects to the Ancestors and Elders, both past and present, and the ongoing connection between people, land, waters, and community. We acknowledge those who continue to share knowledge, their traditions and culture to support our journey for reconciliation. In particular, we recognise land and cultural heritage as places that hold great significance for Aboriginal people.

Registration Date	30 April 2026	Registering Officer	Erika Booth <i>Erika Booth</i>
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