



Recruitment Coordinator

POSITION DESCRIPTION FORM

Region / Portfolio:

Workforce

Position Description Number:

Generic 646

Directorate / Command / District / Division:

Police Recruitment, Deployment and Retention

Level:

Level 5

Business/Work area:

Police Recruiting Branch

Employment Conditions

Industrial Agreement/Award: Current PSA, PSCSAA and if applicable Agency Specific Agreement

Work Pattern: Monday – Friday (Day Work): May be required to work outside normal operating hours

Location: Joondalup

Position Objective

Manages the coordination of the recruitment processes and systems and assists in the administrative management of the application process, selection and recommendation of applicants seeking to join the Western Australia Police Force as a police officer, police auxiliary officer or police cadet. Provides specialist Human Resources (HR) advice, and identifies continuous improvement opportunities and initiatives.

Role of Work Unit

The Police Recruiting Branch manages the recruitment, screening and selection services for entry into the WA Police Force as a police officer, transitional or re-engaging officer, Police Auxiliary Officer (PAO) or police cadet. The branch is responsible for the attraction of applicants through marketing and advertising, managing overseas recruitment, receiving and assessing applications, to the required standard, and notifying applicants of selection decisions.

Reporting Relationships

This position reports to:

- Senior Recruitment and Assessment Coordinator, Level 6

Direct reports to this position include:

- Senior Recruitment Officer, Level 3
- Recruitment Officer, Level 2 (Dependent on team)

Total number of positions under control: Up to 8 (Dependent on team)

Key Accountabilities

1 Recruitment Coordination and Quality Assurance (80%)

- 1.1 Leads and coordinates a team responsible for the processes and systems utilised in the recruitment of applicants seeking to join the WA Police Force as a police officer, police auxiliary officer or police cadet (including local, interstate and international applicants).
- 1.2 Supervises staff in relation to the planning and coordination of recruitment and selection processes.
- 1.3 Quality assures applications to ensure completion of all appropriate assessments in all stages of the process.
- 1.4 Maintains a working knowledge of employment law and relevant legislation as it relates to employment of police officers, police auxiliary officers and police cadets.
- 1.5 Provides on the job training for new team members and panel members.
- 1.6 Acts as a selection panel member on interview panels, managing the interview process and providing recommendations.
- 1.7 Liaises with internal and external stakeholders to determine suitability of applicants.
- 1.8 Provides high level advice to senior management and executive level personnel in respect to recruitment processes and procedures.
- 1.9 Provides leadership and ensures that recruiting practises and systems are embraced and maintained by subordinate staff.
- 1.10 Assists with the preparation of Freedom of Information requests, ministerial responses and briefing notes.
- 1.11 Manages recruiting systems and ensures collation of appropriate statistics on recruitment activities.
- 1.12 Consults with and provides support to management within the Police Recruiting Branch in relation to the selection process and issues that arise.
- 1.13 Analyses, identifies and reports to senior management on areas where targets have not been achieved and recommends and implements remediation strategies.

2 Policy Development and Revision (15%)

- 2.1 Contributes to the continual review and improvement of the police recruiting process including the development of policies, procedures and guidelines.
- 2.2 Maintains policies and procedure manuals for the police recruiting processes in line with best practice and recruitment standards.
- 2.3 Undertakes consultation and research, to contribute to the development of recruitment strategies.
- 2.4 Ensures compliance with reporting requirements and governance.

3 Other (5%)

- 3.1 Understands and complies with information security policies and procedures to ensure information holdings/systems are kept confidential and utilised accurately and reliably.
- 3.2 Demonstrates and advocates a high level of ethics and integrity in accordance with the agency's professional standards and Code of Conduct including reporting wrongdoing.
- 3.3 Undertakes other duties as directed.

Position Title: Recruitment Coordinator	Level: Level 5	Position Number: Generic 646
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Work Related Requirements

Essential

Knowledge of recruitment and selection assessment methodologies and legislation

Context in which work related requirements will be applied and or general standard expected.

Understanding and applying recruitment and selection methodologies to inform the selection of applicants. Developing and implementing recruitment strategies and initiatives. Understanding and applying substantive equality, employment and equity legislation.

Supervisory skills

Supervising a team to deliver quality outcomes. Providing direction and guidance and setting priorities to achieve objectives in a changing environment.

Communication and interpersonal skills

Displaying a high level of verbal and interpersonal communication throughout the recruitment and selection process. Working as part of a team. Negotiating effectively and providing expert advice to influence selection decisions and reach consensus.

Analytical and conceptual skills

Analysing information provided by applicants to assess suitability, ensuring decisions are made using an evidence based approach. Developing and reviewing policy and procedures. Analysing information and identifying options.

Organisational skills

Managing team and own workload and demonstrating flexibility in managing competing priorities. Establishing tasks and timeframes to successfully achieve objectives.

Desirable

Possession of, or progress towards, a relevant tertiary qualification

Human Resource Management, Business or a related discipline.

Capability Framework

The framework is intended to support staff and supervisors through the performance cycle and identify core competencies relevant to the rank and/or classification level.

Leadership Context

We believe all our people are leaders irrespective of their role. We consider this as critical to our success and, to support this, we have adopted [Leadership Expectations](#) which provides a common understanding of the mindsets and expected behaviours required of all our employees and the public sector.

The leadership context for this role is **Leading Others**.

Certification

These details are an accurate statement of the duties, responsibilities and other requirements of the position.

Position Title and Work Unit	Name	Date
Organisational Design Officer Organisational Design and Analysis	Pamela Soares	14/05/2026
Executive Manager Police Recruiting Branch	Elizabeth Boyd	15/05/2026