



## Recruitment Officer

<b>Position No:</b>	00026509
<b>Classification</b>	Level 3
<b>Division:</b>	Business and Corporate Services
<b>Directorate:</b>	People and Culture
<b>Reports to:</b>	Team Leader Recruitment, 00026159, Level 6
<b>Direct reports:</b>	0
<b>Leadership Context:</b>	Personal Leadership

### Position Overview

The Recruitment Officer is responsible for delivering a responsive and customer focused administrative service for resourcing activities across the Department. This includes providing recruitment support to hiring managers in relation to advertising and attraction, selection and assessment and appointment and onboarding. This position is expected to respond to queries from current employees and prospective employees on recruitment or employment matters, as well as ensuring compliance with WA Public Sector and departmental standards relating to recruitment, selection and appointment.

### Responsibilities

The following outlines the key responsibilities and duties of the position:

- Support the Senior Recruitment Officer in partnering with the business to design contemporary and robust attraction and selection practices that ensure the right person is selected for the role.
- Builds effective working relationships through engaging with hiring managers to understand their recruitment needs and working with the Senior Recruitment Officer or the Team Leader, Recruitment to develop a planned recruitment, selection and appointment process.
- Supports end-to-end recruitment processes, including preparing advertising timeline, supporting the effective updates of Job Description Forms, drafting fit for purpose and tailored advertisements, developing recruitment timeline to support a timely process, providing support to panel members and undertaking reference checks.
- Provides advice and guidance to selection panels ensuring alignment with departmental policy and procedure and streamlined recruitment process.
- Undertakes scribe tasks for recruitment panels and prepares selection report for approval.
- Ensure the provision of proactive, timely and accurate information to employees, candidates and hiring managers.
- Liaises and negotiates with internal and external stakeholders in relation to the onboarding of new employees.

- Interprets and applies Commissioner’s Instructions, Employment Standard, or other recruitment policies and procedures to all processes.
- Prepares appointment letters and correspondence for delegated approval and sign off ensuring information is accurate and timely in readiness for onboarding.
- Updates recruitment registers, systems and records in a timely manner.
- Provide guidance and support to other team members through sharing of knowledge.
- Keeps abreast of contemporary recruitment and selection methods and supports continuous improvement by maintaining up-to-date knowledge of recruitment legislation and policies across the WA Public Sector and embedding knowledge into organisational practices.
- Maintains accurate records and supports reporting requirements in line with departmental and public sector requirements, ensuring data integrity across recruitment transactions and systems.
- Contributes to team goals and priorities by planning and adapting daily tasks, managing competing demands, participating in team projects, and undertaking other duties aligned with operational and strategic objectives.
- Performs other duties as directed.
- Demonstrates 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

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- Experience in interpreting and applying policy, procedure and industrial legislation and adopt a solutions focussed approach to issues.
- Demonstrated knowledge of recruitment, selection and appointment principles that apply across the WA public sector.
- Attention to detail and high level of accuracy.
- Proven ability to plan and prioritise tasks to meet deadlines.
- Demonstrate the behaviours within the leadership context as outlined below.

## Desirable Requirements

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- This position does not have any desirable requirements.

## Special Requirements

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- This position does not have any special requirements.

## Mandatory Pre Employment Requirements

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- 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 [Personal Leadership](#) for this position.

<b>Lead collectively</b>	Seek and build key relationships, work together and focus on the greater good
<b>Think through complexity</b>	Think critically, work with ambiguity and uncertainty, assess solutions and impacts, and take calculated risks
<b>Dynamically sense the environment</b>	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.
<b>Deliver on high leverage areas</b>	Identify priorities, pursue objectives with tenacity and display resilience in the face of challenges.
<b>Build capability</b>	Proactively develop others, share learning to promote efficiency and effectiveness, and champion diversity and inclusion
<b>Embody the spirit of public service</b>	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
<b>Lead adaptively</b>	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.

<b>Respect</b>	We respect that our work is personal to our stakeholders and that every piece of land and site has a story.
<b>Collaboration</b>	We engage and collaborate to build prosperous places and connected communities.
<b>Integrity</b>	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.
<b>Innovation</b>	We enable innovation, implementing innovative approaches to the way we work to create value for our stakeholders.
<b>Professionalism</b>	Our professionalism empowers us to use our specialised knowledge and skills to deliver our work to the highest standards.
<b>Accountability</b>	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.*

<b>Registration Date</b>	3 June 2026	<b>Registering Officer</b>	Kelly Aresti
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