



Senior Recruitment Officer

Position No:	00026169
Classification	Level 4
Division:	Business and Corporate Services
Directorate:	People and Culture
Reports to:	Team Leader Recruitment, 00026159, Level 6
Direct reports:	0
Leadership Context:	Personal Leadership

Position Overview

The Senior Recruitment Officer is responsible for delivering a highly responsive and customer focused service for all types of resourcing activities across the Department. This includes providing advice and support to hiring managers in relation to talent acquisition, advertising and attraction, selection and assessment and appointment and onboarding. This position is also expected to respond to queries from current 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:

- Partners 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, plan and design their recruitment, selection and appointment process and provide support to completion.
- Delivers 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 ensure timely process, providing support to panel members, participating as panel member on selection processes, undertaking referee checks and finalising the selection report.
- Provides ongoing direction and guidance to selection panels ensuring alignment with departmental policy and procedure and streamlined recruitment process.
- Reviews selection reports and completes quality assurance process to ensure process meets departmental policy and procedure, Employment Standard and public sector recruitment principles.
- 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.
- Provides guidance and support to other team members through sharing of knowledge.
- Keeps abreast of contemporary recruitment and selection method and support 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 standards, 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

- Demonstrated experience in the delivery of end-to-end recruitment services in a past faced environment, including the ability to engage with stakeholders and promote contemporary and innovative recruitment and attraction practices.
- Demonstrated knowledge of recruitment, selection and appointment principles that apply across the WA public sector.
- Demonstrated ability to use initiative and adopt a solutions-focussed approach to recruitment related issues.
- Attention to detail and high level of accuracy.
- Proven organisational skills, including the ability to plan and prioritise tasks to meet deadlines,
- Demonstrate the behaviours within the leadership context as outlined below.

Desirable Requirements

- This position does not have any desirable requirements.

Special Requirements

- This position does not have any special requirements.

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 [Personal Leadership](#) 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	3 June 2026	Registering Officer	Kelly Aresti
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