



Panel Support Consultant – Executive Recruitment

Recruitment
Staff Recruitment and Employment Services

Position number	TBA
Agreement	Public Sector CSA Agreement 2019 , or as replaced.
Classification	Level 6 (proposed)
Reports to	Principal Consultant Executive Recruitment (TBA)
Direct reports	Nil

Context

The Staff Recruitment and Employment Services Directorate manages the Department's human resources, including those who operate in central office as well as those in schools across the State. Positions cover professional staff and a wide range of support staff within the Department.

The Directorate:

- supports administrators with activities related to the recruitment, selection and appointment of staff
- develops and maintains procedures and processes for recruitment and employment services that meet strategic and operational requirements of the Department
- undertakes risk assessments and develops mitigation strategies to ensure the Department objectives are achieved
- provides support and advice related to workforce and salary management
- manages staff deployment
- develops and implements attraction and retention strategies
- facilitates change and reform to maintain a contemporary approach to recruitment and employment services
- oversees housing and transport services required for regional staff
- oversees processes to support professional eligibility and teacher promotions
- maintains compliance with legislative and Departmental requirements.

Visit education.wa.edu.au to find out more information about the Department of Education.

Key responsibilities

Recruitment Management and Consultancy

- Provide a comprehensive recruitment consultancy service for Principal and Executive position recruitment across the Department orientated to continuous improvement and building capacity.
- Provide expert advice, interpretation and support services to central and regional services on recruitment matters related to legislation, regulations, policies, processes and practices relevant to recruitment.
- Develop and maintain productive working relationships with internal and external stakeholders, including Directors, Executives and Panel Chair engaging and responding appropriately to business recruitment needs, to foster trust and build strong partnerships.
- Work collaboratively with Principal and Executive position recruitment panels and provide sound advice and recommendations ensuring recruitment processes utilise contemporary and appropriate techniques.
- Influence decision making by driving the appropriate application of government and agency recruitment frameworks and requirements.
- Proactively promote and provide guidance on recruitment practices, systems and requirements with a focus on transparent, equitable and merit based selection.
- Develop and deliver professional learning and coaching to support the application of recruitment policies, strategies, procedures, priorities and practices, including training to School Board Chairs as required.

Panel Support

- Provide proactive panel support for Executive and Principal recruitment, including but not limited to:
 - Provide an advisory and consultancy service to recruitment panels regarding all aspects of the recruitment process.
 - Prepare position related information to support the advertising and filling of vacancies.
 - Establish clear timeframes, roles and responsibilities related to recruitment processes.
 - Draft and/ or review job advertisements.
 - Prepare shortlists and facilitate shortlisting meetings.
 - Facilitate and arrange interviews and other assessments.
 - Obtain and review referee reports.
 - Prepare selection reports and record recruitment panel discussions, meetings, interviews, consensus and decisions as required.
 - Provide feedback to applicants when requested.

Branch Support and Development

- Research, identify and evaluate emerging recruitment issues and trends relevant to the Branch and Department operations.
- Maintain contact with the relevant agencies and professional bodies and associations to ensure currency and relevance of knowledge and practice.
- Collaborate with Executive Recruitment colleagues to ensure recruitment priorities are met and recruitment services are efficient, consistent and optimised across the Department.
- Support and assist the Principal Consultant Executive Recruitment in the delivery of customer focussed recruitment services.

Selection criteria

1. Demonstrated knowledge and understanding of the public sector human resource management framework and experience in providing comprehensive recruitment consultancy and advisory services.
2. Demonstrated well-developed verbal communication skills, interpersonal and relationship management skills with the ability to liaise, consult and negotiate effectively at senior levels in the public sector and with school community representatives.
3. Demonstrated high level organisational skills with the ability to plan, prioritise and implement strategies to deliver quality customer focussed outcomes within set timeframes.
4. Well-developed written communication skills with the demonstrated ability to prepare and present complex recruitment and assessment documentation to a range of stakeholders.
5. Demonstrated well developed conceptual, analytical and problem solving skills and ability to anticipate, identify and analyse issues and recommend innovative solutions aligned to business needs.

Eligibility and training requirements

Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- complete the Department's induction program within three months of commencement
- complete any training specific to this role required by Departmental policy
- complete the Department's training in Accountable and Ethical Decision-Making within six months of appointment.

Certification

The details contained in this document are an accurate statement of the responsibilities and other requirements of the position.

ENDORSED

Date 30 April 2021

Reference D21/xxxxxxx