



Panel Administration Officer

Staff Recruitment and Employment Services

Position number	TBA
Agreement	Public Sector CSA Agreement 2019 , or as replaced.
Classification	Level 2 (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 and Panel Support

- Assist the Principal Consultant, Executive Recruitment to register, assign and manage recruitment activities and priorities across the Executive Recruitment team.
- Provide support in preparation of vacancy related information and ensure job application information is available to candidates.
- Arrange external advertisement of Department vacancies across various formats, including online, association and professional or occupational platforms and newspapers.
- Provide support to Schools and Branches in procurement and use of external professional services where required.
- Prepare and collate panel resources and documentation for recruitment, assessment and selection processes.
- Coordinate the delivery of panel member training.
- Update and maintain RAMS and other databases, records and management information systems throughout the recruitment lifecycle.
- Liaise with Regional Office and Corporate Executive administration staff to support recruitment activities, including booking venues, arranging shortlisting meetings, interviews and facilitating various assessments.

Administration and Team Support

- Provide clerical and administrative support to the Principal Consultant Executive Recruitment and Executive Recruitment team as required.
- Establish administrative processes for the Executive Recruitment team, including preparation of file templates and tools to support recruitment and assessment processes.
- Manage a respond to general telephone, email and reception enquiries and refer matters to appropriate recruitment staff as necessary.
- Assist with travel arrangements, including preparing travel documents, booking flights and accommodation.

Selection criteria

1. Demonstrated experience in general administrative duties and support.
2. Demonstrated sound written, verbal and interpersonal communication skills with the ability to liaise effectively with individuals at all levels.
3. Demonstrated well developed keyboarding and computer skills including a working knowledge of databases, spreadsheets, word processing and experience using an electronic records management system.
4. Demonstrated sound organisational skills, including the ability to use initiative and work independently, maintain confidentiality and as part of a team.

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

