

Recruitment Officer

Recruitment

Position number	Generic
Agreement	Public Service and Government Officers CSA General Agreement 2017 (or as replaced)
Classification	Level 3
Reports to	Recruitment Operations Coordinator (Level 6)
Direct reports	Nil

Context

The Staff Recruitment and Employment Services Directorate provides a human resource consultancy service to principals, line managers and staff in schools, central and regional offices.

Our team offer support with:

- the attraction, recruitment, selection and appointment of quality staff
- position and salaries budget management
- case management of employees requiring placement the housing and transport of rural and remote staff.

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Key responsibilities

- provides advice and assistance to selection panels, delegated officers and stakeholders on advertising, online recruitment and selection strategies, systems and processes
- facilitates recruitment, selection and appointment processes for clients
- establishes and maintains effective working relationships with internal and external stakeholders
- reviews completed recruitment and appointment processes and works with selection panel members to ensure effective documentation of recruitment decisions
- supports the application of quality assurance processes and provides assistance to management and support staff in the application of recruitment policy and procedures
- responds to enquiries regarding employment opportunities and assists applicants submitting applications
- provides clients with a customer-focussed and efficient service

- works within a team accurately processing recruitment requests, utilising an online recruitment system and providing online recruitment support to selection panel members and applicants
- maintains up-to-date knowledge of recruitment, selection and appointment policies, procedures and practices, including online solutions and agency initiatives
- maintains statistics on recruitment activities.

Selection criteria

1. Demonstrated sound verbal and written communication skills, including the ability to deal effectively with a wide range of individuals at all levels and assist with client enquiries over the phone and in writing.
2. Demonstrated organisational skills, including the ability to plan and prioritise tasks whilst maintaining attention to detail.
3. Demonstrated sound interpersonal skills with the ability to work effectively as part of a team and contribute to innovative workplace change initiatives.
4. Demonstrated understanding of policies, awards and legislation related to recruitment and advertising principles and practices.
5. Demonstrated experience in the application of computerised human resource management information systems and/or online recruitment databases or equivalent.

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 1 March 2019
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