



Recruitment Systems Coordinator

Recruitment

Position number	00027337
Agreement	Public Sector CSA Agreement 2019 (or as replaced)
Classification	Level 6
Reports to	Manager, Recruitment (Level 8)
Direct reports	Recruitment Systems Analyst (Level 5) Candidate Management Administrator x3 (Level 4)

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 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

- Provide leadership, direction, support and guidance to staff in the administration and delivery of recruitment, selection and appointment services and systems related activity.
- Ensure regular and adhoc reporting on recruitment, selection and appointment is performed within specified timeframes and key performance indicators are being met within the branch.
- Undertake analytical research and investigation on recruitment processes and practices, and provides consultancy and advice on data interpretation to managers and/or Director.
- Provide leadership, direction, support and guidance staff in the administration and delivery of system related training for clients.
- Work closely with systems and operational staff to implement, monitor and evaluate change, identify gaps and inconsistencies, and design system initiatives that support best practice in recruitment and selection, and redeployment functionality.

- Provide leadership, direction, support and guidance to staff in the administration and delivery of position management services.
- Contribute to the development, implementation and monitoring of human resource policies and procedures relating to recruitment and selection processes and services to enhance current recruitment practices.
- Ensure processes to manage and evaluate the effectiveness of recruitment and selection programs and services are implemented and maintained.
- Maintain and apply a contemporary knowledge of recruitment processes.
- Work closely with Recruitment Operations Coordinators to ensure consistent recruitment, selection and appointment activities and services are provided by all staff to all clients.
- Establish and maintain effective working relationships with internal and external stakeholders, including the Director General, Executive Directors, Regional Executive Directors and system vendors.
- Support management decisions and communicate decisions to staff in a positive and professional manner.
- Assist with the application of quality assurance processes to ensure compliance with Public Sector Standards, legislation and other Government requirements in recruitment.
- Induct new employees and work with individual staff members to improve individual performance through performance management and identify training needs.
- Manage and negotiate difficult situations to achieve results acceptable to stakeholders and within Departmental requirements.
- Monitor and manage staff leave entitlements to ensure accrued leave is cleared within a reasonable timeframe and in accordance with relevant awards, agreements and Department policy.
- Manage staff performance in accordance with the Public Sector Performance Management Standard and Department policy.

Selection criteria

1. Demonstrated substantial skills, experience and knowledge of recruitment and selection principles, practices and processes and coordination of a recruitment of a recruitment management information system.
2. Demonstrated substantial skills and experience in developing and delivering customer focused and effective services to clients.
3. Demonstrated extensive skills and experience in managing, facilitating and working in a team environment, including the proven ability to engage and lead teams through continuous change.
4. Demonstrated considerable skills and experience in providing consultancy and leadership support to senior management and staff.
5. Demonstrated high-level written and verbal communication, interpersonal and negotiation skills including the ability to build and maintain effective relationships with stakeholders and clients.

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 7 April 2020
Reference D20/0186335