



Recruitment Systems Analyst Recruitment

Position number	00030694
Agreement	Public Sector CSA Agreement 2022 or as replaced
Classification	Level 5
Reports to	Recruitment Systems Coordinator (Level 6)
Direct reports	Nil

Context

The Workforce Division comprises Workforce Policy and Coordination, Staff Recruitment and Employment Services and Employee Relations and is responsible for the effective and efficient provision of a range of human resource functions to Departmental staff at all levels, including:

- industrial and employee relations
- recruitment, selection and professional learning and development initiatives
- strategic human resource planning
- strategic human resource policy advice and evaluation
- human resource services and staffing functions
- workers' compensation
- injury management
- occupational safety and health.

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Key responsibilities

- Collect and collate recruitment information for the purpose of analysing data and providing quality and compliance reviews and reports relating to on-line recruitment and selection processes.
- Undertake daily systems maintenance and monitoring and resolve unique and challenging problems experienced by users.
- Provide planning and leadership support in the application of system processes and online initiatives in the recruitment, selection and appointment of staff.
- Assist in the delivery of outcomes, accuracy of data and ensure system functionality and enhancements are maintained.
- Identify, implement and test systemic and process alterations to enhance the functionality of the online recruitment and candidate management system.

- Assist in the development of strategies and procedures to maximise system performance and specific requirements to improve the effectiveness of the online system for school recruitment processes.
- Develop and maintain quality assurance strategies that identify and report on recruitment activities and statistics on a fortnightly, monthly and ad-hoc basis.
- Provide timely and accurate information, consultation and advice on operational issues which supports the implementation and maintenance of the Department's online recruitment and selection process.
- Provide a comprehensive training function, including the development, delivery and facilitation of resources to minimise risk to the Department and support compliance with Public Sector requirements.
- Establish and maintain positive and collaborative working relationships with internal and external stakeholders to support and resolve infrastructure and system issues.

Selection criteria

1. Demonstrated substantial skills, experience and knowledge in the management and maintenance of a recruitment and selection management information system.
2. Demonstrated skills, knowledge and experience in recruitment and selection principles, practices and processes.
3. Demonstrated well developed conceptual and critical thinking skills with a proven ability to identify and analyse issues and provide innovative solutions in designing and implementing strategies to address them.
4. Demonstrated well developed oral and interpersonal communication skills and ability to establish and maintain networks, work collaboratively with staff and within a team environment and with stakeholders and clients to achieve outcomes.
5. Demonstrated well developed written communication and presentation skills, including the ability to develop, deliver and facilitate training programs to lead and guide staff in achieving best practice outcomes.

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 3 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 6 months of appointment
- complete the Department's Aboriginal and Torres Strait Islander cultural awareness online course within 3 months of commencement.

Certification

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

ENDORSED

Date 15 May 2023
Reference D23/1133113