



## Senior Recruitment Officer

### Recruitment

<b>Position number</b>	Generic
<b>Agreement</b>	<a href="#">Public Service and Government Officers CSA General Agreement 2017</a> (or as replaced)
<b>Classification</b>	Level 4
<b>Reports to</b>	Recruitment Operations Coordinator (Level 6)
<b>Direct reports</b>	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 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

- coordinates, delegates and oversees recruitment requests for the team
- works closely with and supports Recruitment Officers in the administration, maintenance and delivery of recruitment, selection and appointment services
- works closely with other Senior Recruitment Officers to ensure consistent recruitment activities and services are provided by all Recruitment Officers
- ensures recruitment services are performed within specified timeframes and services needs are being met within the Branch
- evaluates and review daily work activity using available reporting functions and resources and discusses outcomes and plans with applicable parties
- provides ongoing support, training and development activities to ensure satisfactory performance management outcomes
- supports management decisions and communicates decisions to Recruitment Officers in a positive and professional manner
- establishes and maintains effective workplace relationships with all stakeholders

- provides assistance to line managers and selection panels in complying with Public Sector Standards, Commissioner's Instructions and department policies and procedures for all selection processes
- delivers an efficient and customer focused service to staff
- provides accurate and timely advice and assistance to internal and external contacts regarding all aspects of the recruitment and selection process
- liaises with other departmental areas as required, ie Employee Relations and Standards and Integrity
- researches and investigates recruitment and selection issues using applicable reporting resources and provides appropriate solutions compliant with Departmental policy
- maintains working resources, user guides and checklists to ensure support materials are available to Recruitment Officers
- works closely with the Candidate Management System Administrators to oversee the accurate recording of recruitment processes and documentation on the Department's online recruitment system and to ensure the online recruitment processes are available to local selection panel members
- monitors issues and risks related to the online recruitment and selection processes, and initiatives process improvements to enhance services to clients.

### **Selection criteria**

1. Demonstrated knowledge and experience in the application of recruitment, selection and appointment process, policies and procedures.
2. Demonstrated skills and experience in the provision of high-level advice and services to internal and external clients on human resource processes, with a focus on recruitment, selection and appointment.
3. Demonstrated knowledge and experience in the use of computerised Human Resource Management Information Systems and/or other complex databases, with the ability to report on, review and evaluate system related data to ensure accuracy and compliance.
4. Well-developed verbal and written communication skills that demonstrate the ability to communicate with a broad range of individuals in a decisive and professional manner.
5. Demonstrated initiative and high level organisational skills, including the ability to plan and prioritise tasks to meet deadlines, maintain confidentiality and exercise judgement and discretion.

### **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 March 2019  
Reference   D19/0045302