



# Job Description Form

## Recruitment Officer (**Generic**)

### Talent, Diversity & Professional Development

#### Position details

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Classification Level: 2

Award/Agreement: PSA 1992 / Public Sector CSA Agreement 2019

Position Status: Permanent

Organisation Unit: Corporate Services Division, Human Resources Directorate

Physical Location: Perth CBD

#### Reporting relationships

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Responsible to: Recruitment Team Leader – Level 4 (Generic)

**This position: Recruitment Officer (Generic) - Level 2**

Direct reports: NIL

#### Overview of the position

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The **Corporate Services Division** facilitates the achievement of the Department's objectives through the provision of strategically focussed financial, human, information and asset management; planning and policy development; and whole of government project management and reporting.

As a Human Resources (HR) community of expertise, the **HR Directorate** is positioned as a strategic business partner developing innovative people solutions, functional excellence and workforce reform initiatives; and leading best practice to support the organisation's biggest investment – its people.

The **Recruitment Officer** performs a range of administrative and transactional activities in relation to end-to-end recruitment and selection across the Department. The position operates within the collaborative 'One HR' philosophy, understanding how the role integrates with the wider Directorate.

## **Job description**

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As part of the Talent, Diversity & Professional Development team, the successful applicant will be expected to:

- Always consider the unique risks associated with the Department's activities when undertaking all duties
- Communicate effectively, model integrity and respect in all interactions
- Operate within the Department's Corporate Governance Framework, policies and procedures and ensure effective transparency and accountability of all Department activity
- Operate within the Department's chain of command to coordinate activities required to meet the Department's strategic objectives
- Work collaboratively with staff in other directorates and within the division to achieve common goals and best practice and facilitate business improvements as appropriate, demonstrated analytical problem solving skills, customer focus and alignment with Departmental strategic objectives
- Drive and support organisational change and continuous improvement by actively contributing to achieve the Department's vision, mission and priorities
- Support cultural and management reforms within the Department.

## **Role specific responsibilities**

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- Processing a range of transactions that support redeployment, attraction, recruitment and selection activities across the Department (including the preparation of employee contracts); referring more complex requests to other team members.
- Undertaking quality assurance and vetting of submissions to advertise positions and liaising with business areas as required. Escalating more complex requests to other team members.
- Ensuring compliance with legislation, strategy, conditions and standards required by the Department and the public sector.
- Providing general advice and clarification in relation to obtaining redeployment clearance and the processing of recruitment requests.
- Maintaining a range of records and assisting with reporting requirements for the team.
- Proactively developing knowledge and gaining an understanding of legislation, policies and procedures governing recruitment processes and transactions in order to ensure a compliant and consistent service.
- Other duties as required in accordance with strategic objectives, business plans, local workload priorities and performance management plans.

## **Job related requirements**

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In the context of the role specific responsibilities, the ability to demonstrate the following skills, knowledge and experience.

### **Shapes and Manages Strategy**

The ability to understand the Department's values and objectives how they are relevant in assigned work, and to work under direct supervision to meet timelines and priorities.

### **Achieve Results**

The ability to see tasks through to completion; rescheduling and reorganising work to reflect changes in priority. Applies own expertise to work tasks, learn new products and services and maintain accurate records and file.

### **Builds Productive Relationships**

The capacity to responds under direction to changes in client needs and expectations, manage progress and keeps clients informed and provide prompt and courteous service, as well as the capacity to recognise the value of individual differences and work styles.

### **Exemplifies Personal Integrity and Self-Awareness**

A demonstrated commitment to adhere to the Code of Conduct, behave honestly and ethically. Applies self to meet objectives, stay calm and professional under pressure, and provide accurate information to others. Provides accurate information, checks and confirms accuracy prior to release. Acknowledges mistakes and learns from them, and seeks guidance and advice when required.

### **Communicates and Influences Effectively**

The ability to explain information using language appropriate to the client while limiting the use of jargon, listen and ask questions to ensure understanding and to confirm that the message has been understood and to discuss issues calmly.

## **Role Specific Criteria**

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- Demonstrated knowledge, understanding and the ability to interpret awards, agreements, legislation, policy and procedures.

## **Special requirements/equipment**

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Nil

**Certification**

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

**Delegated Authority:**

*In accordance with the Department of Justice HR Management Delegations*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

HR certification date: July 2020