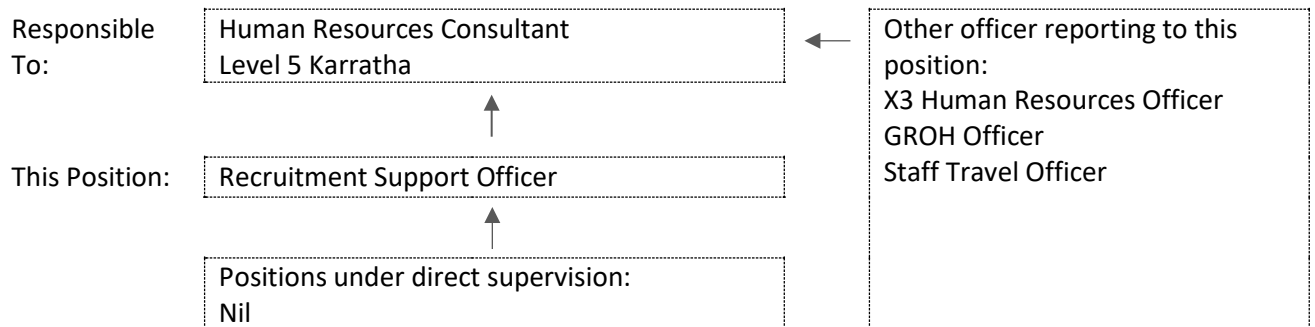# HR Recruitment Officer

Position Details

Position Number: 30000601

Classification: Level 3

Award/Agreement: Public Service and Government Officers CSA General Agreement 2019

Directorate: Corporate Services

Location: Karratha

Reporting Relationships

Responsible To:

| Human Resources Consultant |
| Level 5 Karratha |

Other officer reporting to this position:
X3 Human Resources Officer
GROH Officer
Staff Travel Officer

This Position:

| Recruitment Support Officer |

| Positions under direct supervision: |
| Nil |

Our Purpose

North Regional TAFE (NR TAFE) is the leading regional provider of vocational education and training in Northwest Australia. Our purpose is to build the skills and capacity of the workforce for a sustainable economy and enable resilient communities.

All employees at NR TAFE contribute to the vital role of providing vocational education in rural and regional WA, and job training pathways including to the most vulnerable in the community.

Our Values

The minimum standards reflecting in the NR TAFE Code of Conduct, Values and the Public Sector Commission Code of Ethics are required to be demonstrated by all employees in their day to day activities.

NR TAFE is committed to an inclusive, high performance culture that places the needs of the students and the public at the centre of all that we do.

Position Overview

This position is responsible to providing support to the College in the efficient and effective delivery of recruitment processes and onboarding of new staff. The position will also be responsible for coordinating reports on the current establishment and vacancies to identify potential recruitment challenges and work with Managers on innovative recruitment solutions ensuring compliance with legislation, industrial instruments, policies, procedures and the WA Government's Recruitment Standard.

Position Responsibilities

- Coordinates the Recruitment, Selection and Appointment processes.
- Assists Managers by undertaking Panel Administrative duties in the recruitment system.
- Maintains the College Establishment Register and provides routine and ad hoc reports relating to the Establishment and existing vacancies
- Identifies opportunities for pool recruitment processes and supports Managers with the undertaking of these processes.
- Supports Managers with recruitment and advertising strategies and acts as a conduit between Management and the TSES Recruitment team at DTWD.
- Supports Executive and Managers with strategies to meet recruitment targets outlined in the Equal Employment Opportunity Management Plan and ensure these comply with Government regulations
- Coordinates the onboarding process for new starters.
- Supports the relocation and GROH housing processes.
- Provides a general advisory service on human resource policies, practices and procedures and routine industrial / HR matters.
- Assists with the development of Human Resource policies and procedures, including implementation and monitoring adherence.
- Checks forms and other documentation before forwarding internally or externally to the College.
- Other duties as required within scope and competence.

The occupant of this position will be expected to comply with and demonstrate a positive commitment to Equity and Diversity, Occupational Safety & Health, Public Sector Standards and College Code of Conduct

Selection Criteria

Essential Criteria

1. Experience in the provision of recruitment and HR support in a complex regulated environment and knowledge of Government requirements in relation to recruitment processes.
2. Well-developed communication skills (verbal, written and interpersonal) and the ability to work effectively both within a team and independently.
3. Proficiency and experience in using a range of software applications (eg. Microsoft Office Suite, Internet Explorer, Email), including a computerised recruitment system.
4. Well-developed analytical, problem solving and organisational skills, with the ability to coordinate multiple tasks and set work priorities to meet given time-frames (whilst maintaining established systems of work).
5. Knowledge and commitment to Equity and Diversity and Occupational Safety and Health principles relating to all aspects of employment and service delivery.

Other Requirements
May be required to work any College Campus

Appointment Factors

Location:	North Regional TAFE Campus
Accommodation:	Not applicable
Allowances:	As per Award.
Travel:	Travel to and work at other campuses or sites will be required as the need arises.

Special Conditions

National Police History Check:

All new staff being appointed to North Regional TAFE are required to provide a National Police History Check prior to commencing duty. All applications must be directed to the "Screening Unit" at the Department of Education and Training

Working With Children Check (WWC):

All new staff appointed to North Regional TAFE in "child-related work" are required to provide a WWC Check prior to commencing duty. If you receive a Negative Notice or an Interim Negative Notice you will be deemed to have repudiated your contract and your employment will cease.

Current WA 'C' Class Driver's Licence

All new staff being appointed to North Regional TAFE are required to have a current WA 'C' Class Licence as staff will be required to travel between campuses, from time to time. For staff appointed from outside Western Australia, you must apply for a WA driver's licence within three (3) months of becoming a resident of WA.

Prescribed Legislation and Regulation

As an employee of the Western Australian public sector you have specific obligations to the community of Western Australia and your colleagues. In addition to the prescribed industrial agreement, your employment is governed by the following:

Public Sector Management Act (1994) and Regulations
Vocational Education and Training Act (1996)
Public Sector Code of Ethics
North Regional TAFE's Code of Conduct
Equal Opportunity Act (1984)
Occupational Safety and Health Act (1984)
Internet Terms and Conditions of Use
Employee Software and Compliance Statement
North Regional TAFE policies and procedures

CERTIFICATION

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

Employee		Managing Director	
Name:		Name:	Kevin Doig
Signature		Signature	
Date:		Date:	