

Human Resources Officer - Recruitment

Level 3 – Human Resources – Business Services

Perth Office

Job Description

Working as a member of the HR Team, the Human Resources Officer - Recruitment provides customer-focused recruitment, selection and appointment services, including an advisory services to recruiting managers. Administers the Recruitment Advertising Management System and Candidate Management System and manages the placement of all job adverts. The Human Resources Officer also drafts employment contracts, completes one-one employee inductions and provides statistical information as required.

About Legal Aid Western Australia

Legal Aid Western Australia provides information and resources to assist the community with their legal concerns and offers a range of services aimed at target groups or individuals with legal problems. Through our regional offices and main office in Perth and working in partnership with private practitioners and other service providers, we are committed to providing equitable access to services, regardless of regional and time constraints.

Assistance is designed to help people resolve their problems at the earliest opportunity, to improve their access to the law, to avoid unnecessary litigation, and to ensure that legal representation is in keeping with community expectations of fairness.

The Human Resources Branch is responsible for the delivery of a range of strategic and operational services, which directly link to Legal Aid WA's objectives. The Branch operates with a firm emphasis on supporting the values of Legal Aid described below, the building and sustainability of integrity and ethical conduct in the workplace and in support of the professional development of staff at all levels.

Our Vision, Mission and Values

Vision

Equitable access to justice to support a fair and safe community

Mission

To assist the community by providing quality and timely legal help to those who need our assistance

Core Values

Making a difference We are committed to helping people understand and protect their rights

Client-centred We put clients at the centre of everything we do

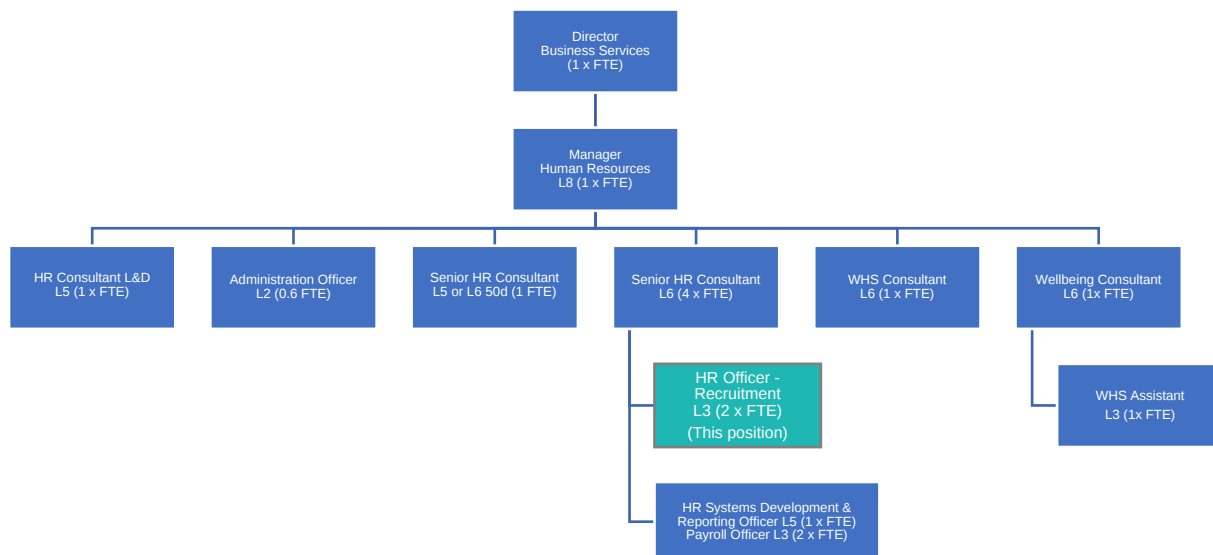
Respect We care about our clients and the community in which we live

Innovation We are committed to continuous improvement

Transparency We are an open and accountable organisation

Reporting Relationships

Human Resources Branch



Scope of Duties

- Undertakes recruitment activities in line with agency policy and relevant legislation, updates recruitment documentation and maintains confidentiality.
- Coordinates the redeployment clearance process with the Public Sector Commission.
- Administers the Recruitment Advertising Management System (RAMS) and Candidate Management System (CMS); ensures that the system is utilised to its full potential and provides assistance to system users.
- Provides an advisory service to all recruiters in relation to all areas of the recruitment, selection and appointment process, including relevant policies, procedures and standards.
- Places internal and external job adverts.
- Responds to candidate enquiries; Receives and acknowledges job applications and forwards applications to the panel. Provides written advice to candidates to inform them of the outcome of the selection process.
- Drafts employment contracts and issues offers of employment.
- Coordinates Practising Certificates for solicitors.

- Conducts first day induction for new staff.
- Participates on selection panels as required.
- Other duties as required.

Selection Criteria

Only the criteria highlighted in bold must be addressed in applicant's written application and resume. These and the remaining selection criteria will be assessed through interview or alternative selection methods.

ESSENTIAL

- Demonstrated ability to communicate effectively with stakeholders at all levels, provide quality customer service and build good working relationships.
- Effective time management and organisational skills, including attention to detail and ability to meet deadlines.
- **Demonstrated experience in the delivery of recruitment and selection process, including the placement of advertisements.**
- Ability to interpret and apply relevant legislation, policies and procedures.
- Well-developed keyboard and word processing skills, including good working knowledge of Microsoft applications and capacity to embrace new technologies.

DESIRABLE

- Knowledge of the Public Sector Standards and recruitment processes in the Western Australian State Public Sector.

ESSENTIAL REQUIRED CORE COMPETENCIES

These are essential criteria for all Legal Aid WA positions. Refer to Core Competencies Matrix on our web page under Applying for a Job with Legal Aid WA.

- Committed to the principles of social justice.
- **Values people, partnerships, and teamwork.**
- Willingness to learn and share knowledge with others.

Outcome and service focused. All appointments to Legal Aid Western Australia are subject to satisfactory National Police History Check and 100 points of identification.