



Candidate Management Administrator Recruitment

Position number	Generic
Agreement	Public Service and Government Officers CSA General Agreement 2017 (or as replaced)
Classification	Level 4
Reports to	Recruitment Systems Coordinator (Level 6)
Direct reports	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, selection 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

- administers, maintains and pursues enhancement of the Department's online recruitment and candidate management system in support of the recruitment, selection and appointment processes
- is the first point of contact in system support for users engaged in the recruitment process (e.g. selection panel members, principals and line managers)
- provides support and advice via telephone, email or in person, as appropriate, ensuring clients are provided with a customer-focussed and efficient service
- develops and implements data entry procedures to support the specific requirements of recruitment processes and the training and support of Recruitment Officers in these procedures
- develops and maintains system documentation, procedures and user guides in line with Departmental policy

- delivers training to panel members, principals and line managers in the use of the online recruitment and candidate management system
- implements, reviews and maintains system access templates, settings and configurations to enhance the delivery of online recruitment processes, system usability and user accesses
- develops, maintains and prepares reporting templates through the extraction of data according to relevant specifications for management reporting
- works closely with the Department's Information and Communications Technologies (ICT) Division to resolve infrastructure and systems access issues and provides updates on the progress of the resolution of these issues to senior management
- liaises with the system service provider to develop, test and implement identified enhancements to improve the effectiveness of the delivery of recruitment processes through the online system
- conducts quality assurance checks to ensure access to recruitment process information and documentation meets Departmental requirements and provides support in the application of these quality assurance processes.

Selection criteria

1. Demonstrated well developed communication and interpersonal skills, including the ability to build and maintain positive relationships with customers.
2. Demonstrated experience in contributing collaboratively within a team environment to support team processes and outcomes.
3. Demonstrated well developed organisational skills with the ability to plan, prioritise and time manage tasks to meet deadlines, whilst maintaining confidentiality, exercising initiative, judgement and discretion
4. Demonstrated well developed conceptual and analytical skills, including the ability to anticipate, identify and analyse issues and implement innovative systems and online solutions aligned to business needs.
5. Demonstrated practical experience and knowledge in the management and maintenance of a human resource management information system or a complex database.

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 1 March 2019
Reference D19/0080531