



Recruitment Support Officer

Branch:	Workforce Management
Directorate:	People and Culture
Position Number:	00025111
Classification:	Level 2
Physical Location:	Perth (William Street)
Award/Agreement:	Public Service Award & Public Sector CSA Agreement 2022

Our Purpose: *Empowering a Thriving Community*

The Department of Transport (DoT) together with Main Roads WA and the Public Transport Authority forms the Transport portfolio. DoT seeks to connect people and places to keep Western Australia moving towards a safer, healthier and more sustainable future.

Our Values:

Collaboration	<i>Working together, we get things done</i>
Wellbeing	<i>Looking after ourselves and supporting others</i>
Adaptability	<i>Always open to possibilities</i>
Accountability	<i>Taking ownership, we deliver</i>

DoT promotes a diverse workforce and embraces a high standard of equal opportunity, health and safety, and ethical practice. DoT is a values-based organisation committed to empowering a thriving community. Join us and work in a role where you can bring your best self to work and leave work having been seen and heard, and able to contribute meaningfully to the communities throughout Western Australia.

Overview of Directorate

People and Culture partners with the business to design, develop and implement strategies to attract, engage, and develop employees and build upon a thriving organisational culture.

We provide strategic advice, improve business practices, lead complex transformational projects and ensure compliance with relevant regulations and policies.

We focus our cultural transformation work on four key areas: accountability, collaboration, adaptability, and wellbeing.

We enable values driven leadership to leverage the talents and ambitions of our people to realise the Department's strategic priorities.

We provide the technology infrastructure to enable efficient and effective management of people processes and payroll.

We work innovatively while honouring our unique history – those things we do well which will hold us in good stead for the future. We build the future, right now.



Overall Purpose of the Role

- Provides recruitment support to a team of recruitment experts to deliver a range of redeployment, recruitment, selection and appointment services to a varied group of customers.
- Ensures compliance and maintains systems, records and prepares relevant correspondence for various recruitment and appointment processes.

Work Description

- Processes a range of transactions that support redeployment, recruitment, selection and appointment activities across the Department of Transport.
- Undertakes day to day quality assurance of advertising and recruitment documentation and liaises with business areas as required.
- Prepares documentation for and publishes vacant positions through various media of advertising.
- Prepares standard correspondence ensuring compliance with legislation, standards, policies and procedures.
- Ensures all relevant systems and documentation are accurately maintained.
- Assists with reporting requirements of the Recruitment Team.
- Attends to general enquiries including applicants responding to advertised vacancies.
- Researches and collates relevant information and documentation for further consideration, action and distribution.
- Ensures all pre-requisite documents are obtained from candidates prior to appointment.
- Liaises with managers concerning the commencement of new starters and onboarding processes.
- Proactively develops knowledge and gains an understanding of legislation, policies and procedures governing recruitment processes and transactions in order to ensure compliance and consistent services.
- Assists with process improvements to enhance service delivery.
- Participates effectively as a People and Culture team member in alignment with DoT's Values.
- Other duties as required in accordance with P&C strategy, business plans, workload priorities and individual performance plans.



Work related requirements

The following criteria are to be applied within the context of this position, which includes alignment to the Department's values.

Criteria

ESSENTIAL:

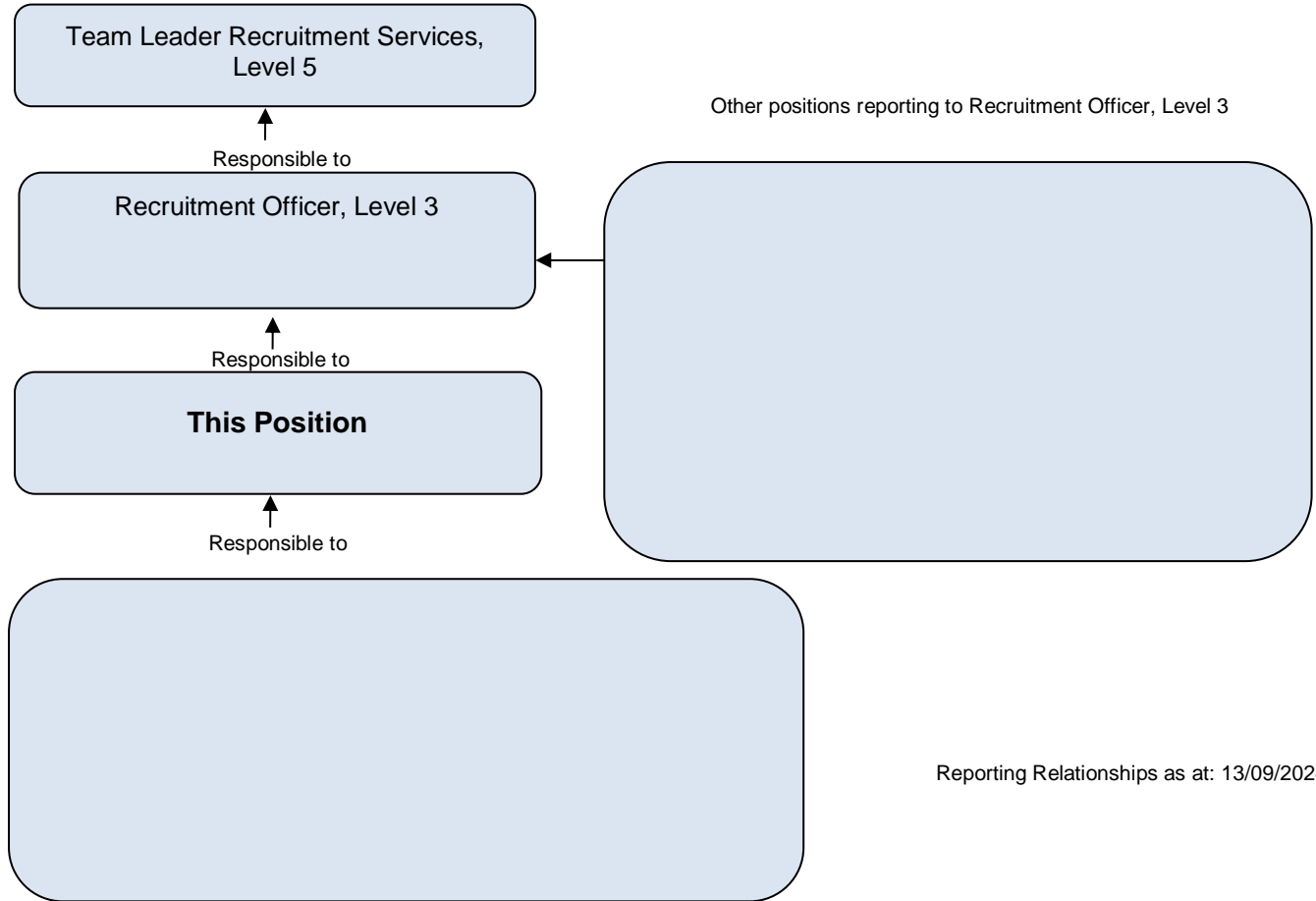
1. Ability to understand customer needs and deliver a customer centric service.
2. Demonstrated ability to prioritise and organise daily workload and accurately process transactional and administrative tasks.
3. Well-developed written and oral communication and interpersonal skills with the ability to liaise with internal and external clients at all levels.
4. Ability to work as part of a team and contribute to the achievement of team goals through being agile, curious and solutions focused.
5. Demonstrated ability to interpret legislation, policies and procedures.

DESIRABLE:

Nil



Reporting Relationships



Allowances/Special Conditions

- A current national police clearance certificate incorporating criminal and traffic convictions and infringements is required for this position.

Certification

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

**Executive Director
People and Culture**