



Senior Recruitment Officer - Level 4 (MIS22174)

Group:	Corporate Services and Labour Relations	Location:	Mineral House - East Perth
Division/Directorate:	People and Culture	Supervises:	0
Branch:	People Services and Capability	Reports to:	Coordinator Recruitment
Section:	NA		

Operational Context

The People Services and Capability Branch contributes towards the successful achievements of the Department's strategic direction. The Branch does this by ensuring the development and application of fair and equitable human resources principles and policies, systems and processes, effective organisational design and supportive integrated people management activities.

Role Overview

This position undertakes innovative end-to-end recruitment activities, ensuring compliance with WA Public Sector and departmental standards.

Building Leadership Impact as a Personal Leader

We believe that all our people are leaders and expect and encourage them to demonstrate leadership in their roles. Leadership in this position is about the work of individuals who make a direct and immediate difference to the agency, with personal accountability for delivering excellence.

Role Responsibilities

The following outlines the key responsibilities and duties related to this position:

- Coordinates activities relating to filling of vacancies, recruitment and selection processes and onboarding.
- Undertakes quality assurance of recruitment activities, provides administrative services to panels and prepares documentation including advertising material, letters and employee contracts.
- Liaises with a wide range of stakeholders to provide a high level of customer service.
- Provides advice on complex recruitment matters and discusses filling a vacancy options with hiring managers, ensuring compliance with WA Public Sector and departmental standards, promoting diversity, and providing flexible and contemporary solutions that consider business needs.
- Provides ongoing support, training and coaching to ensure the team have the required skills and capabilities to deliver high quality outcomes.
- Undertakes standard classification and establishment activities including Job Description Form (JDF) assessments and updates.
- Develops, coordinates and delivers presentations and training programs, including HR induction and recruitment and selection training
- Undertakes projects, research based activities, and review of policy, procedure and business processes that contribute to business improvement, system enhancements and the achievement of operational and corporate objectives
- Keeps abreast of innovative human resource trends/issues and new developments.
- Participates in internal forums including working groups, committees and selection panels.

Corporate Responsibilities

The following outlines departmental responsibilities:

- Works within corporate policies and procedures, acts with integrity and demonstrates ethical behaviours aligned with the Department Code of Conduct.
- Takes reasonable care to protect your own safety and health at work, and that of others by co-operating with the safety and health policies and procedures of the department and complying with all applicable work health and safety laws.
- Contributes to the achievement of corporate objectives by ensuring that stakeholders are dealt with in a professional and

timely manner.

- Performs other duties as directed.

Role Specific Requirements

The following outlines what experience and qualifications are required to undertake this role:

- High level knowledge and experience in the provision of end-to-end recruitment services including the ability to implement and promote innovative recruitment and attraction practices.
- Experience or demonstrated ability in providing support, training and coaching to team members.
- Experience or demonstrated ability to deliver presentations and/or training programs.

Expected Leadership Behaviours

While it is expected that the occupant will demonstrate all leadership behaviours of a [Personal Leader](#), the following outlines those that are required to undertake this role:

- **Lead Collectively** - You proactively build strong working relationships with members of your team and use these relationships to achieve your objectives and deliverables to a high standard.
- **Think Through Complexity** - You know where to find relevant information and use a common sense approach to research and analyse, and then make evidence based recommendations.
- **Dynamically Sense The Environment** - You adapt your communications style and language depending on your target audience, negotiating confidently and respectfully.
- **Deliver on High Leverage Areas** - You take responsibility for managing your work to achieve results, keeping others informed of your progress.
- **Build Capability** - You actively contribute to the development of your team's capability, ensuring you support your team members.
- **Embody The Spirit of Public Service** - You complete your work practices in accordance with the policies and procedures of your work area, seeking clarification and guidance as necessary.
- **Lead Adaptively** - You participate in learning opportunities, reflect on your learnings and, with appropriate support, actively implement them.

This position reports to:

Coordinator Recruitment

Position No: IR080011 Classification: L5

Positions reporting to this Role:

This position has no direct reports

Position Conditions:

The following outlines pre-employment assessments and ongoing conditions and requirements:

- Nationally Coordinated Criminal History Check

Approved Date

29-NOV-2024