



## POSITION DESCRIPTION

### HUMAN RESOURCES OFFICER (RECRUITMENT)

#### POSITION DETAILS

<b>Position No.</b>	000745	<b>Directorate</b>	Business Services
<b>Employment Status</b>	Ongoing full-time / permanent part-time	<b>Location</b>	Civic Centre
<b>Unit</b>	People and Safety	<b>Classification</b>	Professional, Level 1

#### POSITION OBJECTIVE

The People and Safety Unit is a multi-disciplinary team responsible for delivering a range of people management strategies aimed at building organisational capability.

The HR Officer (Recruitment) will play a critical role in assisting the Manager People and Safety with the end-to-end employee lifecycle processes for our most important asset – our people. This role will support implementation of the people management strategy, namely recruitment and selection, onboarding and induction, and offboarding processes. This role will also support the wider functions of the People team in implementation of HR projects, programs and systems and by providing support and advice across the organisation on employee lifecycle matters.

#### KEY FUNCTIONS AND RESPONSIBILITIES

- Coordinate and implement the organisation's employee lifecycle processes and ensure all stages of the process are completed effectively, efficiently, and consistent with Council's policies, procedures and legislative requirements.
- Administer the recruitment and selection process including the preparation of position descriptions, advertisements, interview guides and all relevant documentation.
- Organise and participate in interview panels and prepare interview selection reports as required.
- Timely and accurate coordination of candidate and employee correspondence and contracts.
- Work with relevant managers to review position descriptions for new and existing roles.
- Coordinate work experience and work placement requests.
- Assist with the coordination of employment initiatives such as traineeships and apprenticeships.
- Respond to recruitment and general People matters and employee enquiries in a confidential and professional manner.

- Assist in the regular review, development and implementation of HR related programs, systems and documentation to maintain compliance and achieve best practice where possible.
- Ensure processes are in place to maintain confidentiality of personnel records and information.
- Assist team members, for example during periods of leave, with duties such as placement of advertisements and coordinating training programs.
- Undertake other duties as required/directed from time to time. An employee may be directed to carry out such duties as are within the limits of the employee's skills, competence and training.

**Work Health and Safety:** To take reasonable care that your acts and omissions do not adversely affect the health and safety of yourself or others in the workplace, to comply with any reasonable instructions given to you by the Council and to comply with the requirements of any and all WHS policies and procedures.

**Authority and accountability:** A professional classified within level 1 will be working at an experienced level. Professionals at this level may undertake minor projects, and have the skills and knowledge to resolve complex issues, while working under supervision.

**Judgment and problem solving:** Employees at this level operate at an experienced level in delivering work which requires high level skills and knowledge.

## **ORGANISATIONAL RELATIONSHIPS**

### **Reporting Relationships**

1. **Internal** – This position involves regular contact with all managers and staff within the organisation.
2. **External** – The key external relationships include applicants for employment, training providers, recruitment consultants and providers, and government agencies.
3. **Direct Reports** - This role reports to the Manager People and Safety and has no direct reports.

## **SKILLS, KNOWLEDGE AND EXPERIENCE**

### **Essential**

- Demonstrated strong, recent experience in the delivery of HR projects and programs.
- A sound understanding of contemporary end-to-end recruitment principles and practices, including employment legislation and regulations relevant to HR.
- Demonstrated strong written and oral communication and interpersonal skills to facilitate cooperation and trust with relevant stakeholders and the ability to establish and maintain productive working relationships.

- Competent computer skills including the use of Microsoft Office programs, and knowledge of HR Information Systems, applicant tracking systems and corporate record management systems.
- Strong organisational skills and demonstrated capacity to manage competing demands.
- The ability to act independently within established guidelines, using discretion and sound judgement.
- The ability to work in the spirit of continuous improvement.

#### **Licences and registrations**

- Driver's Licence
- Working with Vulnerable People registration
- National Police Check

#### **Desirable**

- A tertiary or vocational qualification in HR at the Certificate IV or Diploma level.
- Experience in local government and an understanding of Council's roles and responsibilities.