



Recruitment Manager - POSITION PROFILE

PART A: POSITION DESCRIPTION

Position Title: <i>Recruitment Manager</i>	Location: <i>Frenchs Forest, NSW</i>
Group: <i>People</i>	Reports to: <i>National Director, Aspect People</i>

Organisation Purpose

A different brilliant[®] - Understanding, engaging and celebrating the strengths, interests and aspirations of people on the autism spectrum.

Vision	Mission	Values
The best opportunities for people on the autism spectrum	We work with people of all ages on the autism spectrum, delivering evidence-informed solutions that are person-centred, family-focused & customer driven.	We are passionate about people, about being positive and about what's possible

Team Purpose

To partner with the organisation to deliver effective people management solutions that add value and respond to changing business needs.

Position Purpose

To lead Aspect's recruitment and onboarding function and work in partnership with Aspect Executive and business unit managers to proactively look at current and future business needs, and recruit and on-board the workforce needed to successfully achieve the goals of the business unit and Aspect's strategic plan.

Outcomes

Key Result Area:	Requirements & Expectations	Success Indicators
Leadership and Strategy	<ul style="list-style-type: none"> • Provide leadership to achieve: <ul style="list-style-type: none"> · Aspect's strategic directions, KPIs and the Aspect People Business Plan. · Support Aspect's business leaders to design and recruit strong functional teams to deliver Aspect's strategic plan and business plans. · Best practice recruitment processes and practises in a diverse and challenging environment. • Provide leadership to support Executive and managers to achieve Aspect's strategic goal of increasing the number of staff who identify as being on the autism spectrum. • Demonstrate a positive attitude towards managing change. • Effectively partner across the People Leadership team to achieve our cross functions goals and objectives. 	<ul style="list-style-type: none"> • Business plan objectives achieved. • KPIs are achieved
Operational and Financial Management	<ul style="list-style-type: none"> • Develop and implement plans to operationalise Aspect's strategic plan and annual business plan. • Provide Recruitment staff with the decision making support for day-to-day operations. • Operate within approved budgets and financial delegations. • Provide timely and accurate recruitment metrics and performance reporting. • Identify underperforming areas with respect to recruitment and take action to remedy this. • Take responsibility for ensuring that all policy framework documentation for area of responsibility is current and accurate, and procedures/ work instructions are documented, approved and implemented for all areas of operations as per the Policy Framework procedure. • Provide operational support across your remit as and when required. 	<ul style="list-style-type: none"> • Successful completion of Business Plan projects. • Annual performance plans are in place. • Policy documentation is current and accurate
Relationships and Stakeholder Engagement	<ul style="list-style-type: none"> • Take lead responsibility for building and maintaining successful relationships and contracts with vendors of recruitment-related services to Aspect, including but not limited to online job-boards and recruitment agencies. • Establish relationships with universities and other education providers to build Aspect's profile as an employer of choice in disability and special 	<ul style="list-style-type: none"> • Regular meetings are held with relevant organisations. • Strong responses to targeted recruitment programs • Attend Aspect Network Management meetings.

	<p>education sectors, and a pipeline of talent for graduate/entry level roles.</p> <ul style="list-style-type: none"> • Take lead responsibility for the promotion of the Employee Referral Program in consultation with Communications. • Work collaboratively with Aspect Executive and managers to fulfil the team's role as an internal service provider. • Work collaboratively with the HR/L&D team to achieve Aspect's goals relating to staff. • Develop and maintain a strong customer service ethos within the team. 	
Employee Engagement	<ul style="list-style-type: none"> • Maintain staffing levels to meet service level targets. • Provide staff with feedback on performance, opportunities for reflection and professional development. • Keep staff abreast of developments in Aspect, including new initiatives and changes in policy. • Attend promptly to issues raised by staff and opportunities for improvement they identify. 	<ul style="list-style-type: none"> • Staff report high engagement. • There is program-wide L&D and L&D needs of staff are recorded as part of their performance planning and review. • Staff participate in regular face-to-face supervision and support. • Retention rates are strong.
Recruitment procedures, systems and practices	<ul style="list-style-type: none"> • Lead the development, implementation and ongoing review of best practice recruitment, attraction and onboarding procedures and practices to meet Aspect's business needs. • Promote and maintain Aspect's Employer Value Proposition through all recruitment activities • Provide advice and training to managers on recruitment and selection processes and techniques, in consultation with HR/L&D team. • Investigate and implement new and innovative ways for sourcing talent in difficult to recruit areas and roles. • Manage Aspect's e-recruitment and onboarding system, Scout, and work to continuously improve the efficient use of the system to meet Aspect's recruitment needs. • Manage the process for recruitment approvals, job advertisements, background checks, visa management and functional assessments; and reference checking and shortlisting for selected business units. • Manage the employment contract process to ensure contracts are accurate and compliant with legislative requirements, and produced in a timely manner, in consultation with HR/L&D team. • Keep abreast of legislative changes and best practice in recruitment environment. 	<ul style="list-style-type: none"> • EVP evident and consistent through all recruitment activities • New recruitment channels tested and utilised as appropriate • Scout working efficiently • Audits evidence that employment contracts are compliant and accurate

<p>People projects</p>	<ul style="list-style-type: none"> • Lead and support People projects to support the achievement of Aspect's strategic and business plan as required. • Initiate and contribute to the continuous improvement of processes and activities in the organisation. 	<ul style="list-style-type: none"> • People projects achieve their outcomes against People business plan • Processes are efficient and effective.
<p>Safeguarding the people we support</p>	<p>Aspect is committed to providing an environment free from abuse, neglect and exploitation of the people we support.</p> <p>Coordinators, Managers and Executive are responsible for ensuring staff:</p> <ul style="list-style-type: none"> • Follow safeguarding guidelines as outlined in Aspects Safeguarding the People We Support Policy and Code of Conduct. • Complete all mandatory safeguarding training. • Comply with mandatory reporting and legal requirements <p>Coordinators are required to:</p> <ul style="list-style-type: none"> • Alert next level Managers to any concerns and/or issues that may warrant investigation <p>Managers and Executive are required to:</p> <ul style="list-style-type: none"> • Be the escalation point for all concerns and/or issues and investigate, in consultation with relevant business unit (i.e. HR/Quality) • Promote a safeguarding culture and educate staff in understanding the need for ongoing vigilance 	<ul style="list-style-type: none"> • Internal reporting systems, procedures and policy requirements are adhered to and fulfilled (i.e. Riskman reporting/actions) • All external reporting agencies are notified as required and within timeframes • Investigations are followed through to resolution and learnings used to inform improved practice. • Learning Management System (LMS) confirms staff have completed mandatory training. • Voice survey results report staff are comfortable to raise concerns and/or issues and they are acted upon.
<p>Work Health, Safety & Welfare Requirements</p>	<p>Members of the Aspect management network are considered "officers" according to the WHS Act and accordingly are responsible for ensuring Aspect has arrangements in place to comply with legal obligations.</p> <ul style="list-style-type: none"> • Fulfil your obligations to ensure Aspect complies with its work health and safety obligations under WHS laws. • Hold managers within your business unit accountable for their health and safety responsibilities. • Fulfil your duty to exercise due diligence. Due diligence means you must: <ul style="list-style-type: none"> • acquire and keep up to date knowledge of work health and safety matters • understand the operations of the business and the hazards and risks involved • ensure appropriate financial and physical resources and processes are provided to enable hazards to be identified and risks to be eliminated or minimised • ensure information regarding incidents, hazards and risks is received and the 	<ul style="list-style-type: none"> • Low or no reported incidents in work environment. • Work, Health & Safety matters are included as part of regular meetings. • Identified hazards, issues or risks are evaluated and appropriate management controls applied

	<p>information is responded to in a timely way</p> <ul style="list-style-type: none"> • ensure the business has, and implements, processes for complying with any legal duty or obligation • verify the provision and use of resources and processes. 	
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PART B: POSITION CRITERIA

Knowledge & Experience	<ul style="list-style-type: none"> • Proven successful experience in a HR generalist or recruitment role, ideally with a geographically diverse organisation. • Experience in implementing innovative recruitment and on-boarding strategies and projects to fulfil business needs in a challenging labour market • Strong written and verbal communication skills • Strong coaching skills • Experience building relationships and working in partnership with internal and external stakeholders • Advanced skills in e-recruitment and online job-board systems and social media networking sites.
Qualifications	<ul style="list-style-type: none"> • Tertiary qualifications in Human Resources and minimum 5 years' experience in HR related field.
Job Requirements (Essential)	<ul style="list-style-type: none"> • Working with Children Check clearance (NSW) • Completion of NDIS Worker Orientation Module • National Police Check Clearance • Valid driver's licence and willingness to travel as required Current Driver's Licence • Must be flexible to travel interstate as required

PART C: APPROVED BY

Position Approved by: Leissa Dawson (Date) 27 July 2020