

Position description

Recruitment Support Officer

Summary information

Section	People and Culture	Directorate	Corporate Services
Position grade	Band 2 Level 1 Grade 6	Position type	Permanent, full-time
Reports to	Senior Coordinator Human Resources	Direct reports	No
Approval limit	\$0	Release limit	\$0
Created/reviewed	August 2019	Establishment no.	BCC1808

1 Position purpose

- To support the effective management and delivery of recruitment and associated initiatives and programs
- Act in accordance with the *New South Wales Work Health Safety Act 2011*, *Work Health Safety Regulation 2017* and the Work Health and Safety Management (WHS) system.

2 Qualifications and experience

Essential

- Relevant tertiary qualification in a related field (Certificate or above) and/or demonstrated relevant experience in a similar role
- Demonstrated experience in the use of online recruitment systems
- Well-developed communication and negotiation skills
- Ability to work productively and collaboratively within a fast paced cross-functional environment
- Current class C driver's licence.

Desirable

- Experience in using ERP systems such as TechnologyOne, SCOUT etc.
- Demonstrated advanced skills in Microsoft Office Suite
- Sound knowledge of Commonwealth, State and Local Government legislation impacting on Human Resources and recruitment
- Experience in website content management
- Strong time management and organisation skills, with attention to detail and accuracy
- Demonstrated ability to manage multiple tasks, meet diverse business priorities and work under pressure to meet tight deadlines.

3 Authority

The incumbent has the authority to take any reasonable action that is consistent with the responsibilities of the position and to ensure the safe and efficient undertaking of work activities.

The incumbent's authority is subject to any limitation imposed by the management team, organisational policies, procedures and work instructions.

4 Key accountabilities

Position specific

- Provision of high level administrative support to the recruitment function
- Assist with the provision of sound advice in the areas of recruitment, attraction and retention to the Senior Coordinator Human Resources
- Assist with the recruitment of apprentices and trainees
- Maintain a high degree of confidentiality of sensitive information and tasks
- Foster and maintain positive working relationships with external recruitment providers
- Oversee the booking of pre-employment medical appointments and associated processes
- Action all enquires, correspondence and documentation appropriately
- Maintain record management in accordance with Council's Record Management Procedures.

Work health and safety (WHS)

- Implement, monitor and, or comply with councils WHS Management System, including but not limited to WHS Policies, Standard Operating Procedures, Risk Assessments/Work Instructions and associated system tools in their relevant work area
- Adequately familiarise themselves with their WHS responsibilities and actively fulfill these as indicated in the WHS Responsibilities guideline WHS001
- If this role is identified as a position with 'Chain of Responsibility' requirements, as defined by the *Heavy Vehicle National Law* (HVNL) and Regulations, you will, as far as reasonably practicable, ensure the safety of the vehicles transport activities. This is not limited to preventing breaches of mass, dimension, load, speed and fatigue laws and regulations
- If this role is identified as a position which undertakes child-related work, as defined by the *Child Protection (Working With Children) Act 2012*, the *Child Protection (Working With Children) Regulation 2013* and the Office of the Children's Guardian, you will be required to maintain a current and valid Working with Children Check number, renewable every 5 years. In the event that there is any change to your Working with Children certificate clearance, you are obliged to report this to your Manager immediately
- WHS001 - Matrix is attached.

Corporate

- To commit to and embrace the objectives of Our Blacktown City 2036. Contributing within Council's staffing structure and program of works to deliver our corporate objectives and strategic vision.

Equal employment opportunity (EEO)

- Demonstrate appropriate knowledge of, and commitment to, EEO principles and anti-discrimination law in the workplace.

Environmental sustainability

- Act in accordance with the *Protection of the Environment Operations Act 1997*, the *New South Wales Local Government Act 1993* and seek to conserve and enhance our local environment, in consideration of Council's environmental sustainability policy through our work practices, programs and services.

5 Duties

- Provide high level administrative support to Council's recruitment function including:
 - booking of pre employment medicals
 - collection and processing of evidence of right to work documentation
 - coordination and scheduling of meetings and interviews, including preparation of associated documentation
 - ensure that accurate minutes and action lists are maintained and followed up prior to the next meeting
 - assist with the recruitment of apprentices and trainees.
- Liaise with external recruitment services as required
- Assist in the development, review, update and implementation of recruitment system documentation, processes and procedures, including website and intranet content
- Assist with general HR Administration tasks when required
- Attend to incoming requests and correspondence, and refer to appropriate personnel
- Provide professional advice and timely replies to client enquiries
- Manage records in accordance with Council's Record Management Procedures
- Maintain various information resources e.g. publications, directories etc.
- Action all enquires, correspondence and documentation appropriately
- Undertake research assignments and special projects as directed
- Other duties as directed consistent with the operations of Council.

6 Performance criteria

As per Council's performance management system.

Acknowledgement and agreement			
Employee	Name		
	Signature		Date
Supervisor	Name		
	Signature		Date