# **Position Description**

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| **Position Title:** | Recruitment Specialist |
| **Directorate:** | People & Culture |
| **Service Element:** | HR Operations |
| **Salary Point:** | SP14 |
| **Position Reports To:** | HR Operations Manager |
| **Staff Management:** | Nil |
| **Budget Responsibility:** | Nil |
| **Date PD Reviewed:** | October 2018 |

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| **Organisation Context of Position** |
| Newcastle City Council employs over 900 staff and is responsible for a local government area of 187km2. Newcastle has a population of 148,000 and is the business and cultural centre of the Hunter region, home to over 620,000 people. In the heart of the Hunter Region, Newcastle City Council has a variety of locations across the City and encompasses 5 Directorates:   * Governance * Strategy and Engagement * People and Culture * Infrastructure and Property * City Wide Services   The purpose of the People and Culture Directorate is to:   * Have people centred activities, processes and management that build the organisations capability and capacity. * Ensure appropriate investment in the internal capabilities of our people while planning our future workforce, whilst maintaining a strong and consistent focus on the safety and wellbeing of our people.   The Service Elements that form the People and Culture Directorate are:   * Organisational Development * HR Operations * WHS & Injury Management * Training & Learning * Payroll |

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| **Workplace Health & Safety** | |
| **WHS RAA Level** | Level 6 |
| For specific WHS Responsibilities, Authorities & Accountabilities applicable to this position, the position holder will refer to the WHS Responsibilities, Authorities & Accountabilities matrix in the WH&S Management System. The person accepting the position will be required to sign off that they have received and understood their WHS Responsibilities, Authorities & Accountabilities. | |

**Position Responsibilities**

* Design, implement and monitor the end to end recruitment cycle from requisitioning to onboarding. Including utilising the City of Newcastle’s e-Recruitment system to manage candidate applications, book interviews, facilitate pre-employment screening and prepare interview documentation.
* Work collaboratively with the HR Business Partners and the business to ascertain current and future hiring requirements including representing People and Culture on selection panels.
* Championing our brand and promoting City of Newcastle as an employer of choice to all candidates via the use of social media and branding activities.
* Development and implementation of City of Newcastle Employee Value Proposition with a focus on diversity and inclusion in alignment with our 2030 strategy.
* Develop innovative and effective recruitment strategies utilising the latest talent acquisition practices and tools to attract a quality pool of suitable candidates, whilst responding to challenges and changes both internal and external to the organisation.
* Proactively manage and provide advice on all elements of attraction recruitment and selection strategies across the organisation.
* Develop, implement and review a more focused and streamlined application and interview process for potential candidates taking into consideration the diverse positions across the organisation.
* Continually review the alignment of recruitment strategies to ensure it fits with City of Newcastle’s strategic goals. Conduct research and networking activities relating to identifying best practice recruitment strategies.
* Provide guidance to Managers throughout recruitment process, in particular, merit-based recruitment and requirements of the Local Government Act in relation to advertising, selection and the use of the City of Newcastle’s e-Recruitment system.
* Ongoing management of recruitment information in accordance with relevant legislation and CN’s document management procedures.
* Preparation of employment contracts and other employment related correspondence.
* Development and implementation of comprehensive recruitment and selection training for Managers and Coordinators.
* Any other accountabilities or duties as directed by Supervisor / Manager which are within the employee’s skill, competence and training.

**Position Selection Criteria**

**Essential**

1. Tertiary qualifications in Human Resources and/or relevant equivalent experience.
2. Significant experience in best practice recruitment and selection practices in a complex organisational environment.
3. Knowledge of contemporary workforce issues and trends as they relate to recruitment and selection.
4. Well developed communication skills with an ability to liaise, consult and negotiate effectively with all levels within the organisation, as well as external stakeholders.
5. Demonstrated problem solving skills and an ability to think laterally and demonstrate innovation and system development.
6. Strongly developed written communication skills with the ability to compose advertisements and correspondence for a variety of mediums with a high attention to detail and quality content.
7. Advanced organisational skills with the ability to work effectively in a fast-paced environment, including the ability to plan and prioritise multiple tasks to meet competing deadlines.
8. Experience using a variety of recruitment technology and platforms and intermediate skills in Microsoft Office.
9. Demonstrated high level efficiency and ability to manage multiple tasks and stakeholder requirements
10. A proactive approach in the workplace showing initiative, judgement, self-sufficiency and a high degree of confidentiality.

**Desirable**

1. Previous experience developing an attraction and retention policy/procedures.
2. Previous experience in a HR generalist role.
3. Demonstrated project management skills.