



## Recruitment Officer - Human Resources Job Description

**Area:** ALL Miwatj Health East Arnhem Region  
**Job Title:** Recruitment Officer – Human Resources  
**Classification:** AO3-AO4 + Super (Depending on experience and skills)  
**Salary:** \$61,325 - \$79,727  
**Work Unit:** Human Resources  
**Reports to:** Human Resources Manager  
**Direct Reports:** Nil  
**Employment Conditions:** Miwatj Health Aboriginal Corporation EA 2018

### OUR VALUES

<b>Compassion</b> care and respect for our clients and staff and pride in the results of our work	<b>Accountability</b> and transparency
<b>Cultural Integrity</b> and safety while recognizing cultural and individual differences	<b>Continual</b> capacity building of our organization and community
<b>Driven</b> by evidence-based practice	

### Primary Objective

The Recruitment Officer - Human Resources provides essential administrative support to the Human Resource Manager, the Director, People Strategy and other managers to effectively carry out the Miwatj Health recruitment function whilst ensuring a positive recruitment experience for all new and existing staff.

### Staffing and budget responsibilities

Nil

### Reporting Relationships

This position reports to the Human Resources Manager.

### Key Responsibilities:

1. Provide administrative support to the Human Resources Manager and other managers throughout the recruitment and job advertising process and using the SCOUT recruitment platform.
2. Prepare and issue all MHAC employment contracts in accordance with relevant legislation, employment regulations, EA and policy frameworks
3. Communicate with and respond to all enquiries in relation to recruitment and employment contracts of staff
4. Communicate and organize with Miwatj Health Travel and other appropriate internal stakeholders to ensure that the recruitment and contracting process is seamless and provides a positive experience for new starters
5. Ensure all recruitment and contracting documents and internal transactions are managed and processed in a timely fashion
6. Use systems to maintain and update all HR documents in relation to recruitment and employment contracts.
7. Provide information to inform reports on recruitment as required by the Human Resources Manager and the Director People Strategy.
8. Use the Miwatj Health Enterprise Agreement, Miwatj Health policies and procedures and other relevant standards to guide the performance of the recruitment and contracting function

9. Staff relief during periods of absence
10. Other tasks as directed by the Human Resources Manager, within skills and competencies
11. Work within a continuous quality improvement framework

#### **Qualifications/Professional registration/other requirements**

Nil

#### **Selection Criteria**

##### **Essential minimum requirements:**

1. Excellent written and oral communication skills and the ability to communicate effectively with people from different backgrounds and in a multicultural environment
2. Tertiary qualification(s) in Human Resources
3. Experience in recruitment and onboarding
4. Knowledge of contemporary recruitment and onboarding practice
5. Demonstrated sound organisational skills and attention to detail
6. Demonstrated sound administrative skills in human resource operational activities
7. Ability to maintain complete confidentiality in regards to all HR issues
8. Demonstrated ability to work collaboratively as part of a team as well as work with minimal supervision as required
9. A broad knowledge of human resource professional practices and standards
10. Ability to travel by 4WD or light aircraft, and stay in remote Aboriginal Communities

##### **Desirable**

1. Ability to achieve successful conflict resolution through negotiation and mediation
2. Knowledge and understanding of Aboriginal and Torres Strait Islander Culture
3. Experience working in a remote Aboriginal community
4. Ability to speak an Aboriginal language from the region and/or knowledge of traditional kinship systems operating in the region

#### **Delegation Authority / Other Functions (ONLY IF APPLICABLE)**

Delegations are attached to positions rather than occupants of positions. Delegations are to be exercised within the framework of MHAC policies and guidelines. Tables of delegates and delegations will be accessible on MHAC's internal information systems, together with associated policies.

- If a delegate is found to have exercised a delegation improperly, he or she may be subject to discipline and the delegation(s) revoked.

The applicant will be required to hold a current Working with Children Clearance notice and undergo a criminal history check. A criminal history will not exclude an applicant from this position unless it is a relevant criminal history.

#### **Acceptance of Responsibilities**

I have read the requirements and responsibilities outlined in this position description, MHAC Code of Conduct and Employment Terms and Conditions and agree to meet and adhere to these and have my performance monitored and evaluated in relation to my performance in the role as detailed throughout this document.

Name:		
	(Employee)	(Manager)
Signed:		
Date:		

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