



Puntukurnu Aboriginal Medical Service

Job Description Form (JDF)

Position Title:	Recruitment Officer
Reporting To:	Operations Manager
Award:	<i>Aboriginal Community Controlled Health Services Award 2010 (Cth)</i>
Award Classification:	Administrative Grade 3
Hours:	1.0 FTE 75 Hours per Fortnight
Direct Reports:	Nil
Effective Date :	6 th February 2020
Review Date:	6 th February 2021

Position Overview

The Recruitment Officer reports to and is directly accountable to the Operations Manager and is responsible for providing high quality and effective recruitment services to the Puntukurnu Aboriginal Medical Service (PAMS). The occupant will facilitate end to end recruitment, sourcing high quality candidates to fill permanent, fixed term and temporary positions, primarily focused on ensuring the effective staffing of the Newman Hub. The occupant will be responsible for developing and maintaining a candidate database of qualified, skilled and experienced candidates relevant to all positions within PAMS.

Position Responsibilities

Recruitment and Selection

Promote and maintain a high standard of professional and ethical recruitment and selection practices, ensuring compliance with Equal Employment Opportunity legislation and all relevant organisational policy and procedures.

- Undertake end to end recruitment for temporary, fixed term and permanent employees, including drafting and placing advertisements, preparing interview questions, coordinating candidate information and interviews, preparation of selection reports, conducting reference checks, constructing offers of employment etc.
- Assist line managers in the development of position descriptions for specified roles and ensure appropriate review and update including preparation of documentation for approval.

ADVERTISING

- Seek all necessary approval to commence the recruitment of a vacant position (e.g. Authority to Recruit Form).
- Source new and creative advertising mediums appropriate to the relevant positions being advertised.
- Design and draft effective and relevant job advertisements for approval by management.
- Ensure all adverts are appropriate and in accordance with EEO legislation.
- Post adverts in all relevant print and online media in a timely and accurate fashion ensuring the best possible exposure for vacancies.
- Liaise with external advertising agencies as required, and review costs/effectiveness within budget constraints.
- Post vacancies on relevant websites (e.g. PAMS website) and ensure the sites are kept up-to-date, removing vacancies once expired.
- Monitor the effectiveness of advertising media and review the most effective options to source candidates.
- Utilise social media in order to gain traffic to vacancies and attract both passive and active candidates.
- When required, liaise with external recruitment agencies to source candidates for hard to fill and specialised roles.
- Ensure managers are kept well informed about current recruitment processes.

EMPLOYMENT APPLICATIONS

- Be the first point of contact for all candidates, ensuring that all requests for recruitment packs and other general enquires are responded to swiftly and professionally.
- Receive and collate all applications, filing them in dedicated recruitment files.
- Inform all applicants of the progress of their application either by phone or in writing.
- Assist in pre-screening candidates, actively identifying key skills, qualifications and experience relevant for the position.
- Draft recruitment reports to summarise all applications for review by the relevant manager.

INTERVIEWS

- Assist in facilitating a selection panel, working closely with the relevant manager.
- Identify conflicts of interest on selection panels.
- Contact shortlisted applicants and arrange interviews as required.
- Be responsible for the coordination of all interview logistics including room bookings, diary management, scheduling and preparation of all relevant materials (resumes, interview questions and scoring tools).

CANDIDATE ASSESSMENT

- Assist with reference checks as and when required.
- Assist with other assessment tools to review and shortlist candidates.

CLOSE OUT RECRUITMENT

- Inform the successful applicant the outcome of their application.
- Close out recruitment of positions as required, informing unsuccessful candidates in writing or by phone.
- Coordinate all recruitment related filing (including all new applications), ensuring relevant document are stored and later disposed of (both electronically and in hard copy) as per guidelines/legal requirements, and that files are kept up-to-date and orderly.

ADMINISTRATION

- Develop and maintain relevant databases of qualified and skilled candidates (casual pool, admin pool etc.)
- Develop and maintain a pool of qualified and suitable candidates for specialised locum and temporary positions in advance of need. (e.g., Locum Doctors/Nurses and temporary admin assistants).
- Update human resources registers where necessary.
- Assist in reviewing and developing HR documents, including job descriptions, induction materials and HR policies and procedures.
- Assist in reviewing and developing recruitment and selection tools, including screening tools and interview scoring systems.
- Coordinate all recruitment related filing (including all new applications), ensuring relevant document are stored and later disposed of (both electronically and in hard copy) as per guidelines/legal requirements, and that files are kept up-to-date and orderly.

Policy and Compliance

- Assist in the monitoring of HR compliance issues and undertake general HR administrative functions.
- Develop, coordinate and evaluate the employee induction process, ensuring it is comprehensive and in accordance with organisational policy.
- Contribute to PAMS' workplace culture through the promotion of the organisations Code of Conduct

The occupant of this position will be expected to comply with and demonstrate a positive commitment to the highest level of achievement in Equal Employment Opportunity, Work Health & Safety, Code of Conduct, Quality Improvement, Performance Management, Client Focus and Confidentiality throughout the course of their duties.

General Responsibilities

- Demonstrate a strong commitment to uphold and contribute to the organisation's mission, objectives and values.
- Comply with all organisational policies and procedures.
- Support and promote teamwork through open communication, collaboration and contribute to a positive workplace culture.
- Attend and participate in professional development activities including workshops and training as required.
- Actively participate in continual quality improvement and the organisation's quality management system.

- Comply with all applicable legislation including duty of care laws, professional standards, anti-discrimination, bullying and sexual harassment legislation.
- Attend and participate in Employee Development Days.
- Participate and comply with all Work Health & Safety responsibilities as per the *Occupational Health and Safety Act (WA) 1984*.
- Identify and assist to reduce Work Health & Safety hazards and risks.
- Follow the reasonable direction of Work Health & Safety representatives.

SELECTION CRITERIA

ESSENTIAL:

- Extensive experience as a recruitment consultant/officer in the healthcare industry or a related field.
- A sound understanding of human resource functions as they relate to recruitment and selection.
- Strong interpersonal skills, with the ability to communicate with applicants, external organisations, management and employees at all levels of the organisation.
- Well-developed administrative skills, including strong attention to detail, accuracy and time management skills.
- Demonstrated effectiveness in contributing to a small team, including the capacity to review and improve workplace practices.
- Demonstrated capacity to effectively communicate, promote and uphold HR initiatives and values, including discretion and confidentiality.
- Strong written communication skills – able to draft correspondence, edit documents and write instructional information.
- Proficient keyboard skills and demonstrate proficiency in the use of business technology and desktop applications; including the use of Microsoft Office packages and internet database packages.
- Well organised with the ability to effectively plan and coordinate own workload.

DESIRABLE:

- The person is of Aboriginal and/or Torres Strait Islander descent and is acknowledged as such by their community.
- Possession or working towards a qualification in Human Resources.
- Experience with an e-recruitment candidate management system, such as Scout Recruit.
- Experience in a not for profit organisation, ideally within the health industry.

APPOINTMENT FACTORS

Location: Based in Highgate.	Accommodation: Nil
Allowances/Conditions: <ul style="list-style-type: none">• Employment is conditional pending the outcome of the Federal Police Clearance, and where required comply with legislative checks• Unencumbered 'C' class Manual Driver's Licence	Specialised Equipment Operated: Nil

ACKNOWLEDGEMENT

As occupant of the position I have noted the statement of duties and responsibilities and other requirements as detailed in this document.

Name	Signature	Date Appointed	Date