



Recruitment & Selection Facilitator

Position Description

Position Title:	Recruitment & Selection Facilitator	Donation Hotline: 13 18 12
Responsible Unit:	State Support Office	
Position Reports to:	Attraction & Selection Coordinator - Projects	
Base Location:	Lewisham; regular travel across NSW and work remotely	
Primary Position Objective:	The Recruitment & Selection Facilitator is responsible for the development, organisation and facilitation of selection activities, including Assessment Centres.	

St Vincent de Paul Society NSW

The St Vincent de Paul Society is a member and volunteer based organisation that has been assisting people experiencing disadvantage in NSW for more than 130 years.

The Society was founded by a 20 year old man named Frederic Ozanam in 1833, who with a group of friends, wanted to make a difference to the poverty and disadvantage that he saw around him in post-Revolution France. Leading by example and with boundless energy, Frederic started what is now a world-wide movement in just 20 short years. The St Vincent de Paul Society NSW has around 16,000 members and volunteers and 1,400 staff. Our local member networks, referred to as Conferences, are present in over 420 communities across NSW.

Our members and volunteers provide assistance to people experiencing disadvantage including food parcels and vouchers, financial assistance, assistance with energy bills and other debt, budget counselling and the provision of other material items such as furniture, clothing and bedding and any other household items. Importantly, our members also provide vital emotional support and referral services as needed.

The St Vincent de Paul Society is a leading provider of community support services and has close to 100 Special Works across the State in the areas of homelessness, mental health, disability, financial counselling, supported accommodation, food provision, refugees and migrants and addiction counselling.

Our work is funded by all levels of government, the generous support we receive from the community and our 250 Retail Centres across NSW.

Department Overview

The Human Resources Department is responsible for meeting the Human Resources needs of the Society and over 1,800 employees across NSW engaged in the Retail Operations, Homeless, Addiction, Disability, Family, Childcare and Support Services, as well as and State and Central Council employees. HR provides the foundations and infrastructure for the Society to achieve its objectives by managing the employment relationship with people throughout the employment lifecycle.

Duties and Responsibilities

The Recruitment & Selection Facilitator will work collaboratively with recruitment team to achieve recruitment targets and select quality candidates for various programs across SVDP. Recruitment & Selection Facilitators will ensure selected candidates are in line with the role requirements and culturally fit to the organisation.

Recruitment & Selection Facilitator will assist the Attraction and Selection Coordinator to develop attraction strategies, selection methods and recruitment project plans to suit program requirements. This role will facilitate and assess the performance of candidates during the selection processes, including scenario based exercises and behavioural interviewing questions aligned to essential criteria. The role will facilitate group or individual selection activities, arranging the sessions and resources required based on the program staffing needs. They will develop and manage assessment processes and work closely with the stakeholders on their recruitment needs.

Selection method development and facilitation

- Recommend and develop selection methods to suit to program needs, roles and identified regional employment markets.
- Identify and implement proactive strategies to increase relevant sources of candidates within identified regional employment markets, e.g. promoting via universities.
- Plan, organise and facilitate regular Assessment centers and open days
- Explain Selection process to participants, staff and Hiring managers
- Develop Assessment Centre scenarios and activities to assess the candidates as per the essential criteria of the position and their capability to perform the role in alignment to the Society's ethos.
- Prepare for programs and sessions including understanding the material and considering the best way to deliver it given the range of needs and problems presented by group participants
- Facilitate the delivery of Assessment activities, assess candidate through the activities and at the end of each session provide feedback in de-briefing with co-facilitators

Quality Assurance

- Source and provide advice to ensure Recruitment and selection development initiatives take into account issues relevant for the programs and markets
- Identify and develop targeted tools and resources to support sourcing and selection of employees where required.
- Work closely with the Attraction & Selection Coordinator and recruitment team to discuss improvements on selection and recruitment processes, and documents where possible
- Periodically evaluate ongoing programs to ensure that they reflect any changes

External Relations

- Develop and maintain effective collaboration with HR operations/ recruitment team, district managers and other internal stakeholders
- Develop and maintain effective collaborative partnerships and strategic alliances with external stakeholders.
- Participate and promote the Society at in external conferences, workshops, career fairs, open days and etc.

Administration

- Prepare rooms for delivery and make sure that handouts and materials for each session are available and aligned to the SVDP requirements.
- Produce up to date notes on each participant at the end of each session
- Provide feedback report for each candidate at the end of the Assessment Centre

Positive Culture

- Embrace and actively demonstrate the mission and vision of the Society, ensuring that providing a 'hand-up' is evident in all that you do.
- Demonstrate professionalism and adopt high ethical and professional standards.
- Be an advocate and champion of ongoing development of team's capabilities.
- Contribute to a workplace culture that is respectful, non-judgmental, and inclusive and which promotes and upholds human rights at all times.
- Actively demonstrate our organizational values, as outlined in the Society's Code of Conduct.

Essential Criteria

- Qualifications in Psychology and/or Human Resource management, and training/qualifications in Assessment and selection and/or Learning and development.
- Strong understanding of a range of employee selection methods and theory
- Demonstrated experience in the Assessment centre facilitation
- Experience in developing selection activities and interview questions based on the PD and Essential
- Strong communication, presentation, public speaking skills and interpersonal skills with the ability to engage diverse audiences.
- Experience conduct interviewing, including behavioural interviewing
- Demonstrated ability to work collaboratively in teams to achieve outcomes.
- Exceptional organizational, administrative and time management skills.
- A commitment to and understanding of the Vision, Mission and Values of the St Vincent de Paul Society and ability to maintain an ethical and inclusive approach.

Desirable Criteria

- Exposure to community services, support services and/or disability recruitment

The St Vincent de Paul Society is an Equal Employment Opportunity Employer