

POSITION DESCRIPTION

| 1. POSITION DETAILS | | | |
|---|--|---|-------------------------------------|
| Position Title | Human Resources Recruitment Officer | Designation & Classification Level | Level 6 |
| Position No | 1026 | Division | Corporate Services & Sustainability |
| Business Unit | Human Resources | Reports To | Manager Human Resources |
| Location | Katherine | Date Created | Nov 2024 |
| | | Date Approved | |
| 2. POSITION CONTEXT | | | |
| Position Summary/Purpose | <p>The Human Resources Recruitment Officer is responsible for providing recruitment administrative support and advice across Roper Gulf Regional Council.</p> <p>This role will manage a range of tasks across the recruitment function, including but not limited to developing and updating position descriptions, writing job advertisements, shortlisting candidates, organising interviews, drafting interview questions in consultation with area Managers, conducting reference checks, acting as a panel member if required. Making verbal offers and creating employment contracts with the assistance of the HR Advisor. The incumbent will also ensure successful on boarding of all employees including organising new starter packs and induction.</p> <p>The Human Resources Recruitment Officer reports to the Human Resources Manager and is a member of Corporate Services and Sustainability. Adopting a solutions-focused approach, the incumbent will partner with a range of line managers, employees across the Council to provide guidance and support on all aspects of the recruitment process. The Recruitment Officer will also be the primary contact for employees and managers for recruitment-related queries. The Recruitment Officer is integral to assisting with the recruitment process for the Council. The incumbent is a knowledgeable and innovative professional, and adopts a determined, yet cooperative style to successfully navigate a number of competing priorities.</p> | | |
| 3. KEY RESPONSIBILITIES | | | |
| <u>Human Resource Operations and Administration</u> | | | |
| <ol style="list-style-type: none"> 1. Provide timely day-to-day HR advice and support to hiring managers, external organisations and the general public in relation to Roper Gulf Regional Council recruitment and selection process. 2. Drive the recruitment and selection process for hiring managers / coordinators across Council including position description development, drafting vacancy advertisements, and posting them on the website and various job boards as required. 3. Provide assistance with shortlisting of candidates and preparing for and arranging interviews as required 4. Conducting reference checks and completing Roper Gulf Regional Council probity checks. 5. Assisting the HR Advisor prepare letters of offer, employment contracts and new employee packs for successful candidates. 6. Make verbal offers of employment, negotiating salary and commencement dates in partnership with the relevant manager and HR Manager 7. Issue letters to unsuccessful candidates and liaise with unsuccessful candidates to provide feedback where required. 8. Liaise with the RGRC Payroll, IT and Corporate Services teams to make on-boarding arrangements. 9. Ensure the employee on-boarding experience of new employees is adhered to and employees are inducted and oriented appropriately. 10. Develop sustainable recruiting strategy based on Roper Gulf goals and needs 11. Maintenance of the Recruitment records in RGRC records management system 12. Determine the effectiveness and success of current recruiting plans and strategies 13. Contribute to continuous improvement of HR administration processes, reporting and systems 14. Other reasonable duties within the scope of the level as instructed by the Human Resources Manager | | | |
| <u>Organisational Development and Induction</u> | | | |
| <ol style="list-style-type: none"> 15. Coordinate employee on boarding in collaboration with Training and Development Coordinator, HR Advisor and HR Manager. | | | |
| <u>16. Health and Safety (WHS)</u> | | | |
| All Council staff have a duty of care and a legal obligation to ensure that they: | | | |

17. Undertake work in a manner that is not harmful to their health and safety or the health and safety of others
18. Proactively identify and address potential risk to ensure the safety, so far as is reasonably practicable, of service users, staff, volunteers, stakeholders and the organisation in accordance with legislated responsibilities and Council's Quality and Risk Management System

4. SELECTION CRITERIA

ESSENTIAL

- A relevant tertiary qualification Certificate IV in Human Resources and/or extensive experience in an administration or recruitment role (minimum of 2 years) with a sound knowledge of contemporary HR practices.
- Demonstrated experience in a Human Resources, completing full Employee lifecycle and practices.
- Demonstrated experience in writing and creating job advertisements, uploading to websites and job boards and conducting reference checks.
- Strong planning and organisational skills with the ability to manage competing priorities.
- Proven track record in building and maintaining effective working relationships with a range of stakeholders.
- Professional, ethical with a high level of self-motivation and initiative
- Proven ability working in a highly productive environment with time pressures whilst managing multiple tasks.
- An understanding of and complete commitment to confidentiality.
- Highly developed verbal and written communication skills.
- Strong computer skills including word processing, spreadsheets and database applications such as TechOne
- Demonstrated ability to work effectively in a cross cultural environment.
- Current 'C' Class NT Drivers Licence

Prior to employment with Roper Gulf Regional Council you must obtain the following;

- Undertake a new criminal history check at commencement of employment with RGRC
- Be an Australian Resident or provide the current, relevant Visa to work within Australia

DESIRABLE

- Previous experience in a Human Resources or Training role and / or previous experience in a similar position within the Local Government industry.
- A diploma in Human Resource Management

5. ACKNOWLEDGEMENT

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| GENERAL MANAGER | Cindy Haddow | Date: 18/11/21 | Signature:  |
| Employee Name | | Date: | Signature: |