

## Position Description

<b>Position Title</b>	<b>Recruitment Coordinator</b>
<b>Position Reports to</b>	Executive Manager People & Culture
<b>Position Leads</b>	NIL
<b>Location</b>	29 Learmonth St, Alfredton.
<b>Employment Type</b>	Part-time Maximum Term 9 Months
<b>Last Updated</b>	May 2022

### Why are we here?

**Purpose:** We partner with our customers to create their best life.

**Our Vision:** To fulfil the unmet support needs of our community and enrich lives every day.

### How do we do this?



### What is your purpose?

The Recruitment Coordinator provides end to end recruitment support across McCallum's programs. You will undertake all recruitment activities from devising the talent acquisition strategy, developing and refining job advertisements and finding creating ways to source talent, screening and shortlisting applicants, coordinating interviews and defining the selection process with Managers, then ensuring compliance requirements are met before making a job offer.

A key member of the P&C Team, the role also supports the delivery of our People Strategic Initiatives.

### How do you achieve this? (Responsibilities)

Key Results Area	Accountabilities
<b>Service Delivery</b>	<ul style="list-style-type: none"> <li>Facilitate all activities associated with the recruitment process including:               <ul style="list-style-type: none"> <li>In consultation with the Program, develop a talent acquisition and recruitment plan for vacancies.</li> <li>Coordinate internal and external advertising of vacant positions tailoring placement of advertising to attempt to maximise applicants.</li> <li>Draft/ revise position advertisements as per the agreed recruitment strategy</li> <li>Coordinate and administer applications</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ Review screening interviews and screen applicants to develop preferred shortlist for interview.</li> <li>○ Liaise with the Team Leaders/Managers and candidates to schedule interviews as appropriate</li> <li>○ Establish and update interview questions as required</li> <li>○ Participate in interview panels</li> <li>○ Undertake referee checks</li> <li>○ Prepare letters of offer/contracts for review</li> <li>○ Administer offer emails and commence the on-boarding process</li> <li>● Work with other members of the People &amp; Culture team to ensure recruitment activities are seamless and delivered in a timely manner.</li> <li>● Ensure compliance checks are carried out including NDIS Worker Screening Checks, relevant training and any other mandatory requirements.</li> <li>● Manage applicant database and record keeping of applications</li> <li>● Respond to unsuccessful and unsolicited applications as appropriate</li> <li>● Provide feedback to interviewed unsuccessful candidates if requested.</li> <li>● Provide efficient and effective customer service, dealing with queries promptly and in a courteous, helpful and friendly manner.</li> <li>● Coordinate and follow up the return of all new starter documentation, including all required background checks and create personnel records.</li> <li>● Create Staff ID Cards and administer security access control system</li> <li>● Coordinate new starter email access and administer electronic signatures.</li> <li>● Set up new recruits into HRIS, Rostering, LMS and other systems.</li> <li>● Support People &amp; Culture Administration Activities</li> <li>● Educate managers on recruitment and selection processes as required</li> <li>● Represent the organisation at various career expos and events</li> </ul>
<b>Employee Experience &amp; Collaboration</b>	<ul style="list-style-type: none"> <li>● Champion McCallum’s Code of Conduct and Values, acting in accordance with our policies and procedures at all times.</li> <li>● Develop and maintain effective relationships with key stakeholders, with a focus on Team Leaders and frontline staff.</li> <li>● Develop, maintain and be a role model for, a culture among staff that is open to change and supports continuous quality improvement, safety, collaboration, respect, and accountability.</li> <li>● Be an active member of the People &amp; Culture team, providing input and support into the implementation and achievement of our P&amp;C strategy and outcomes.</li> </ul>
<b>Self-care and professional development</b>	<ul style="list-style-type: none"> <li>● Participate in regular feedback meetings with the Executive Manager People &amp; Culture</li> </ul>

	<ul style="list-style-type: none"><li>• Ensure Annual Performance Goals and KPIs are set, with professional development plan implemented and monitored</li><li>• Complete all mandatory training, including online learning in the specified timeframes</li><li>• Identify and seek appropriate resources to support your own health and wellbeing</li><li>• Participate in wider McCallum projects and initiatives as requested by the Executive Manager People &amp; Culture or CEO.</li></ul>
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### **What do I need to be a success? (Attributes)**

- Our customers are at the centre of everything that you do
- You are consultative and collaborative and enjoy working in a supportive team
- You are a confident communicator with exceptional interpersonal skills and high emotional intelligence.
- You champion diversity and inclusion in employment and understand the value that diversity provides a workplace
- You build and maintain relationships with your colleagues, customers and stakeholders.
- You achieve results. You are focused, work to a plan and deliver.
- You are creative, think outside the square and problem solve to strive to source exceptional talent!

## Key Selection Criteria

Successful appointment to a position will be subject to a pre-employment safety screening process which includes, but not limited to, the following checks:

- **NDIS Worker Screening Check**
- **NDIS New Worker Orientation Module Certificate of Completion**
- **Right to Work in Australia**
- **Current Driver's License**
- **Full vaccination for COVID-19 in alignment with Government requirements of the time.**

### Essential

- Demonstrated experience in the coordination of end to end recruitment processes and an understanding of equitable and values based recruitment.
- Current awareness and knowledge of human resource management best practice models and concepts specifically relating to recruitment practices
- Experience with system/database administration and the ability to analyse and make improvements to systems
- Ability to prioritise multiple tasks and complete work accurately and on time
- Discretion, sound judgement and a genuine interest in pursuing a career to the delivery of People Strategy
- Excellent administration skills, including in the use of MS Word, Excel and Powerpoint applications
- Effective interpersonal skills (both written and verbal)

### Desirable

- Tertiary qualification in HR or a related discipline or working towards
- Knowledge of the Fair Work Act and other employment related regulation and rules.

### Approval:

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

CEO Signature: \_\_\_\_\_ Date: \_\_\_\_\_