

POSITION DESCRIPTION – TEAM MEMBER

Position Title	Recruitment Specialist	Department	People
Location	Flexible	Direct/Indirect Reports	Nil
Reports to	Recruitment Operations Lead	Date Revised	November 2018
Industrial Instrument	Social Home Care and Disability Services Award		
Job Grade	Job Grade 5		

Australian Red Cross is part of the world's largest humanitarian organisation. As an organisation independent of government and with no political, religious or cultural affiliation, our vision is human dignity, peace, safety and wellbeing for all. Our purpose is supporting and empowering people and communities in times of vulnerability, preventing and alleviating suffering across Australian and internationally through mobilising the power of humanity.

The primary accountability of the Strategy, People and Performance Directorate is to ensure that Red Cross has an environment that enables achievement, innovation, collaboration, efficiency and accountability.

■ Position Summary

The Recruitment team support managers to recruit, select and on-board talented and committed staff to Red Cross. The team has both a strategic and operational role, ensuring hiring activities are efficient, effective, and promote a positive experience for everyone involved.

The Recruitment Specialist is responsible for providing specialist end to end recruitment support and advice across the organisation and for designing and implementing recruitment strategies to fill roles deemed critical or where candidate availability is low.

This Recruitment Specialist also works closely with the Recruitment Coordinators ensuring the team as a whole deliver a responsive and effective end to end recruitment service to hiring managers and candidates.

This position will work on a range of strategic recruitment projects and portfolios supporting Red Cross to achieve Strategy 2020, in particular our goal to develop and maintain an innovative, sustainable and accountable organisation, with an empowered and engaged workforce.

■ Position Responsibilities

Key Responsibilities

- Allocate recruitment requisitions within the team considering client group, criticality of the role and candidate availability in the market place for the position
- Liaise with hiring managers and HR teams to confirm action required for allocated recruitment requisitions, ensuring information provided in the requisition is complete
- Liaise with hiring managers to develop and implement a recruitment strategy and plan to ensure attraction of the ideal candidate pool within agreed timeframes
- Monitor sourcing strategy and touch base with hiring managers to ensure they have a suitable candidate response and provide help with initial shortlisting as required
- Monitor and support progress of selection activities with hiring managers and update requisitions and applicant statuses in the recruitment system to ensure they accurately reflect the status of recruitment

- Liaise with hiring managers to confirm proposed verbal offer to the preferred candidate and coordinate additional approval as required
- Conduct pre-commencement checks such as police checks, working with children, qualifications and working rights to ensure position requirements are met
- Prepare accurate offers of employment, liaising with the Legal team as required and initiate online offers to candidates within agreed timeframes
- Ensure submission of accurate payroll information for new starters promptly and position management is updated as required
- Support the Recruitment Coordinators to resolve non-standard requests and escalated issues arising during the recruitment process
- Provide coaching, training and support to hiring managers in Red Cross recruitment process, behavioural interviewing and with use of the recruitment system
- Support internal initiatives requiring a recruitment response such as redeployment, talent pooling, Aboriginal and Torres Strait Islander identified recruitment and building a diverse workforce
- Maintain recruitment expertise and knowledge by participating in educational opportunities, reading professional publications, maintaining networks and participating in professional organisations
- Build and maintain positive relationships with job boards and social sourcing channels, talent pools and technology providers
- Support Recruitment and Strategy, People and Performance projects as agreed
- Other duties as assigned from time to time

■ Position Selection Criteria

Technical Competencies

- Proven track record as a specialist recruiter within an internal recruitment team across a variety of delivery models
- Sound understanding of the end to end recruitment processes, from initial role brief through to employee contracts and payroll submission
- Sound knowledge and demonstrated experience in behavioural based interviewing
- Exceptional stakeholder management and real ability to collaborate and network with both internal and external stakeholders
- Proven skills and experience in the use of online recruitment systems, preferably PageUp People
- Significant expertise in developing attraction and sourcing strategies including social media recruiting
- A curious mindset with a passion for problem solving and continuous improvement and the ability to simplify and automate processes via technology wherever possible
- Experience in managing large volumes of roles across multiple disciplines and ability to understand the impact of recruitment issues on the broader organisation

Qualifications/Licenses

- Membership of the Australian Human Resources Institute (AHRI) or equivalent would be desirable

Behavioural Capabilities

- **Personal effectiveness | Achieve results** | Demonstrated ability to manage work and achieve the results committed to. Ability to evaluate progress and make adjustments needed to achieve goals. Accept responsibility for mistakes and learn from them.
- **Personal effectiveness | Solving problems** | Demonstrated ability to identify situations or issues, consider options and develop solutions. Ability to communicate any problems, implement solutions and monitor appropriate actions.

- **Team effectiveness | Collaborating** | Demonstrated capability to work with others to reach common goals, sharing information, supporting and building positive and constructive relationships.
- **Organisational effectiveness | Focussing on clients** | Proven track record in providing high quality service to internal and external clients and stakeholders. Actively seek and respond to client feedback in a constructive manner.
- **Organisational effectiveness | Thinking strategically** | Demonstrated understanding of how an individual's role and work contributes to achieving organisational goals. Ability to think ahead and plan accordingly.

■ General Conditions

All Red Cross staff and volunteers are required to:

- Adhere to the 7 fundamental principles of Red Cross:
Humanity | Impartiality | Neutrality | Independence | Voluntary Service | Unity | Universality
- Act at all times in accordance with the Australian Red Cross Ethical Framework and Child Protection Code of Conduct
- Demonstrate skill, knowledge and behaviour to work with Aboriginal and Torres Strait Islander people in a culturally respectful way
- Comply with the Work Health and Safety management system
- Undertake a police check prior to commencement and every 5 years thereafter. Police check renewals may be required earlier than 5 years in order to comply with specific contractual or legislative requirements
- Support a child safe organisation by undertaking screening for suitability to work with children, youth and vulnerable people and to comply with relevant state/territory legislative requirements
- Assist the organisation on occasion, in times of national, state or local emergencies or major disasters