

## POSITION DESCRIPTION – TEAM MEMBER

Position Title	Recruitment Coordinator	Department	People
Location	Victoria	Direct/Indirect Reports	Nil
Reports to	Team Leader	Date Created	November 2018
Industrial Instrument	Social Home Care and Disability Services Award		
Job Grade	Job Grade 4	Classification 4	

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 Coordinator is responsible for coordinating end to end recruitment across the organisation and for providing administrative support and advice to hiring managers and candidates during the recruitment process, ensuring a consistent and accurate service is delivered within expected timeframes.

This position plays a key role in 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

- 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 ad text and placement options to ensure attraction of the ideal candidate pool and post ads within agreed timeframes
- Monitor ad closing dates and touch base with hiring managers to ensure they have a suitable candidate response to progress to selection
- Monitor progress of selection activities with hiring managers and update requisitions in the recruitment system to ensure they accurately reflect the status of recruitment
- Provide support to hiring managers with use of the recruitment system and assist with uploading interview notes and referee checks
- Update applicant statuses in the recruitment system to ensure timely unsuccessful notifications to candidates

- 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 contracts of employment and associated documentation to initiate online offers to candidates within agreed timeframes
- Prepare and submit accurate payroll information for new starters when received and review and update position management as required
- Support the Recruitment Consultants with their recruitment requisitions as required
- Support Recruitment and Strategy, People and Performance projects as agreed
- Other duties as assigned from time to time

## ■ Position Selection Criteria

### Technical Competencies

- Proven recruitment administration experience in a high-volume internal recruiting team
- Ability to multi-task, prioritise competing demands and provide a high level of accurate and timely work
- Skills and experience in the use of online recruitment systems, preferably PageUp People
- Proven team player with excellent communications skills and a strong customer service focus
- Demonstrated adaptability, problem solving and ability to identify process improvement opportunities

### 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.
- **Team effectiveness | Collaborating |** Demonstrated capability to work with others to reach common goals, sharing information, supporting and building positive and constructive relationships.
- **Organisational effectiveness | Innovating and improving |** Demonstrated ability to identify and raise issues regarding ineffective work processes and take initiative to make improvements.
- **Organisational effectiveness | Managing risk |** Demonstrated ability to work within guidelines, policies and procedures. Awareness of risks involved in an individual's role and works toward minimising their impact.

## ■ 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