**Recruitment Coordinator**

**POSITION DESCRIPTION**

**People & Culture**

**Collingwood**

**At Anglicare Victoria our focus is on transforming the futures of children, young people, families and adults.** Our work is based on three guiding pillars: Prevent, Protect and Empower.

We strive to create an environment where employees feel valued and rewarded.

By living the Anglicare Victoria values and actively fostering fairness, equality, diversity and inclusion, our people make Anglicare Victoria a truly great place to work.

**So come and join us at Anglicare Victoria where there is a rewarding career ready for you** in a dedicated, professional team where respecting each other; leading with purpose; working together; and creating a positive difference are valued, and learning and creativity are encouraged.

**Position details**

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| **Position** | Recruitment Coordinator |
| **Program** | People and Culture |
| **Hours** | Full Time |
| **Hours per week** | 38 Hours per week |
| **Duration** | Fixed Term |
| **Fixed term end date** | 12 month contract |
| **Location** | Remote WFV/Collingwood Central Office |
| **Reporting**  **Relationship** | This position reports to the Recruitment Lead |
| **Effective date** | August 2021 |

**Overview of program**

Anglicare Victoria offers a comprehensive network of services to young people and their families/caregivers living across Victoria. We seek to ensure the provision of high quality services that will bring about significant improvements in the life experience of the young people, children and families/caregivers with whom we work.

The People & Culture team consists of over 25 staff who support the whole organisation by providing a high level of HR, Recruitment, Payroll, Systems, Training, OH&S and Wellbeing services.

This posited forms part of the recruitment team and involves supporting various programs with end to end recruitment, including everything from initial consultation, sourcing, screening and interviewing, through to compliance management, onboarding, offer management and other duties to support the recruitment team and internal stakeholders at Anglicare Victoria.

**Position Objectives**

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|  | To provide recruitment support and manage the attraction, selection and on boarding of new staff to Anglicare Victoria. |
|  | To support key stakeholders with recruitment for difficult to fill roles and lead project based recruitment in times of significant program growth |
|  | To develop and maintain strong working relationships with internal key stakeholders to support efficient and best practice recruitment |
|  | To support the recruitment team to drive efficiencies, reduce time to fill and help achieve strategic team goals |

**Key responsibilities**

The key responsibilities are as follows but are not limited to:

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|  | Provide consultation and advice to stakeholders to support and ensure recruitment best practice |
|  | Support the team to coordinate and maintain a high standard of advertising and attraction campaigns to attract the best possible talent to programs |
|  | Engage in proactive recruitment activities and talent management |
|  | Ensure adherence to strict employment screening and compliance requirements including Police Checks, WWCC, reference checks and a host of others as required for each role |
|  | Support the development of new processes to drive efficiencies |
|  | Support key stakeholders to/and manage the end to end applicant life cycle |
|  | Provide general recruitment support to key stakeholders, including current and prospective employees |
|  | When required, contribute to administration support and maintenance of recruitment, compliance and reporting systems |
|  | Provide general recruitment support to the team when required |

**Occupational health & safety (OHS)**

Anglicare Victoria is committed to ensuring the health and safety of its employees and any other individuals present in our workplaces.

In achieving and maintaining workplace health and safety, Anglicare Victoria will apply best practice in OHS in accordance with statutory obligations at all times.

All Anglicare Victoria employees, contractors and volunteers are required to:

* take reasonable care for their own health and safety and for that of others in the workplace by working in accordance with legislative requirements and the company’s OHS policies and procedures
* take reasonable care their actions or omissions do not adversely affect the health and safety of themselves and others
* cooperate with any reasonable directions, policies and procedures relating to health and safety in the workplace
* report all injuries, illness or ‘near misses’ to their Supervisor or Manager
* participate in relevant health and safety training based on roles and responsibilities
* as required, participate in the development and implementation of specific OHS hazard and risk management strategies.

In addition to the above, positions with supervision or management responsibility are required to ensure a safe and healthy work environment for all employees, clients, contractors and visitors. This can be achieved by ensuring all people are aware of and have access to OHS policies, procedures, training and reporting systems

**Cultural Safety in the Workplace**

Anglicare Victoria recognises the important and unique contribution Aboriginal and Torres Strait Islander employees make by bringing their unique skills, knowledge and experience to the workplace. They also contribute important insight into how Anglicare Victoria can provide for and engage with Indigenous clients and communities more effectively.

Our Reconciliation Action Plan (RAP) and Workforce Strategy outlines Anglicare Victoria’s commitment to leading and facilitating sustainable employment, training, retention and career development opportunities for Aboriginal and Torres Strait Islanders people.

**Conditions of employment**

* Salary and conditions are in accordance with the appropriate award. Salary packaging is offered with this position.
* All offers of employment at Anglicare Victoria are subject to a six month probationary period. The staff member will be asked to participate in an annual performance review linked to objectives set out for the position.
* All offers of employment are subject to a satisfactory Criminal History Check, a current Driver’s License and an Employment Working with Children Check prior to commencement.

**Acceptance of Position Description requirements**

To be signed upon appointment

**Employee**

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| Name: |  |
| Signature: |  |
| Date: |  |