

#### Our vision

Trusted as the leading humanitarian organisation making a genuine difference in the lives of people and communities.



#### Our purpose

Bringing people ad communities together in times of need and building on community strengths.

We do this by mobilising the power of humanity.

At Australian Red Cross we:

* Adhere to the 7 fundamental principles of Red Cross
* Act at all times in accordance with Australian Red Cross Ethical Framework and Child Protection Code of Conduct and applicable policies
* Are committed to protecting the rights of all people, particularly those who may be experiencing vulnerability. We want the people we work with to feel safe, be safe and free from abuse of any kind. We are a child safe organisation. We have zero tolerance for child abuse. We value, respect, and listen to children and are committed to supporting child safety and wellbeing in our work
* Demonstrate skill, knowledge, and behaviour to work with Aboriginal and Torres Strait Islander people in a culturally respectful way
* Are committed to building a culture informed and characterised by the principles of diversity, equity, inclusion, and belonging. Australian Red Cross people are supported to understand and embed these principles into their leadership of self, others, teams, and workflow

                

<https://www.redcross.org.au/>

#### Our Values

#### Our Fundamental Principles

Humanity, Impartiality, Neutrality, Independence, Voluntary Service, Unity, Universality

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| Position Title | **Recruitment Lead** | Department | People & Culture |
| Location | North Melbourne | Direct/Indirect Reports | 0 |
| Reports to | Head of Recruitment | Date Revised | June 2022 |
| Industrial Award | Social, Community, Home Care and Disability Services Industry  |
| Award Level | Free Text | Red Cross Job Grade | Choose an item. |
| Job Level | Team Leader | Job Evaluation No: | HRC |
| Special Measures |  |

Position Description

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| **Position Summary** |
| The Recruitment team supports 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. Red Cross uses PageUp for both staff and volunteer recruitment.This role is part of the Recruitment Leadership team working on the re-design our recruitment service delivery model. Red Cross is currently going through a period of transformation, and it is crucial we develop a recruitment service delivery model aligned to our strategic goals and objectives. This position will be responsible for working collaboratively with a diverse range of stakeholders across Red Cross and externally such as PageUp People and other third-party providers.This role will also, when needed, support managers to recruit, select and on-board talented and committed staff to Red Cross, lead a team of Consultants and Co-ordinators and support other projects/activities in coordination with the Manager P&C Strategy & Projects and People & Culture Project Officer. This role requires knowledge of a range of different recruitment team structures and models of operation (i.e. in-house, RPO), strong coordination, stakeholder engagement, risk identification and change management skills to ensure the successful delivery of outcomes. |

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| **Position Duties** |
| **Key responsibilities/accountabilities*** Lead a cross functional team to deliver project outcomes
* Design and facilitate the implementation a new recruitment service delivery model
* Facilitate socialisation of options with various key stakeholders for feedback and input into final design
* Coordinate activities with other People & Culture Project resources and the P&C LT
* Actively participate in the Recruitment Leadership team decision making processes and team leadership
* Maintain positive relationships with key internal and external stakeholders and act on any feedback received
* Lead the operational recruitment of employees and volunteers, including selection, pre-hire and onboarding activities and/or other recruitment projects related to organisational transformation as required
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| **Person Requirements** |
| **Key Behavioural and Technical Capabilities*** Demonstrated experience in collaboratively leading teams and extensive stakeholder relationship management (both internally and externally) including facilitation and collaboration with diverse stakeholders
* Well-developed ability to constructively and creatively work through ambiguity, challenging issues or rapidly changing priorities to achieve effective and cost-effective solutions
* Proven track record as a Recruitment Business Partner or Specialist within internal recruitment functions across a variety of delivery models including volume recruitment OR proven track record as an HR generalist with a significant recruitment focus and delivery
* Demonstrated ability to meet deadlines and service level indicators
* Significant experience in identifying and implementing process improvement strategies
* Ability to analyse data and to use this information to determine trends and generate reports and narratives
* Highly developed communication and interpersonal skills with a consultative and collaborative approach

**Qualifications*** Relevant HR, Business or Project Management qualifications or related practical expertise
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| **Wellbeing, Health and Safety** |
| It is our vision to be harm free and committed to providing and maintaining a safe and healthy environment for volunteers, members, staff, contractors, clients, customers, and others who may be involved in our work. Our Wellbeing Health and Safety direction is aimed at building a ‘safety mindset’ into our daily work, assessing and reducing risk, reporting hazards and incidents, and providing Red Cross people with a positive, healthy workplace.* Identify and understand the current and future risks involved in undertaking your role and service delivery activities, then competently manage those risks so that everyone is safe
* Comply with the Work Health and Safety management system
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| **Key Job Requirements** |
| Licenses/compliance screeningScreening is required prior to commencement. Renewals may also be required during your employment in order to comply with specific contractual or legislative requirements.

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| Police check  | Yes - every 5 years |
| Evidence of up to date\* vaccination against COVID-19  | Yes |

*\*As per latest definitions by the Australian Technical Advisory Group on Immunisation (ATAGI), or who have a medical exemption based on ATAGI guidelines* |