

## DEPARTMENT OF HEALTH

# Statement of Duties

<b>Position Title:</b>	Recruitment Officer
<b>Position Number:</b>	Generic
<b>Classification:</b>	General Stream Band 3
<b>Award/Agreement:</b>	Health and Human Services (Tasmanian State Service) Award
<b>Group/Section:</b>	Human Resources - Recruitment Services
<b>Position Type:</b>	Permanent, Full Time
<b>Location:</b>	South
<b>Reports to:</b>	Recruitment Team Leader
<b>Effective Date:</b>	December 2020
<b>Check Type:</b>	Annulled
<b>Check Frequency:</b>	Pre-employment

NB. The above details in relation to Location, Position Type and Work Pattern may differ when this position is advertised – please refer to these details within the actual advert. The remainder of the content of this Statement of Duties applies to all advertised positions.

## Primary Purpose:

The Recruitment Officer will:

- Perform a range of tasks in support of the Recruitment Services Team.
- Prepare of a wide range of recruitment correspondence and the processing of recruitment requests.

## Duties:

1. Provide high level administrative support to the Recruitment Services Team in accordance with established processes and procedures.
2. Prepare recruitment related correspondence, process instruments of appointment and assist with recruitment and vacancy filling requests.
3. Deal with broad ranging telephone enquiries from internal and external stakeholders and exercise discretion when referring queries to the Recruitment Team Leader and/or Recruitment Liaison Officer.

4. Create, distribute, search for, retrieve and supply records and documents to the Recruitment Services Team. Ensure confidentiality of records and data is strictly maintained.
5. Collate and coordinate information including overseas applications, immigration visas and medical recruitment requirements such as college registration.
6. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

## Key Accountabilities and Responsibilities:

The Recruitment Officer:

- Is responsible for ensuring the efficient and effective administration of recruitment processing activities.
- Expected to exercise considerable initiative, judgment, and confidentiality whilst working within established guidelines, delegations, instructions and strict timeframes.
- Works as a member of the Human Resources team and receives routine supervision from the Recruitment Team Leader.
- Where applicable, exercises delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements as mandated by Statutory office holders including the Secretary and Head of State Service. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position.
- Complies at all times with policy and protocol requirements, including those relating to mandatory education, training and assessment.
- Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including in the development and implementation of safety systems, improvement initiatives and related training.

## Pre-employment Conditions:

*It is the Employee's responsibility to notify an Employer of any new criminal convictions during the course of their employment with the Department.*

The Head of the State Service has determined that the person nominated for this job is to satisfy a pre-employment check before taking up the appointment, on promotion or transfer. The following checks are to be conducted:

1. Conviction checks in the following areas:
  - a. crimes of violence
  - b. sex related offences
  - c. serious drug offences
  - d. crimes involving dishonesty
2. Identification check
3. Disciplinary action in previous employment check.

## Selection Criteria:

1. Good communication skills, both verbal and written, including the ability to liaise with a wide range of stakeholders with tact and diplomacy and build and maintain strong working relationships.
2. Ability to work both individually, and as a member of a team, to plan, organise and prioritise workloads effectively in an environment subject to work pressures and change.
3. Ability to perform duties specific to the recruitment service and within the legislative framework and defined processes, with accuracy and in a timely manner.
4. Well-developed computer skills including demonstrable competence in the use of word processing, spreadsheet and database packages.
5. Ability to handle various situations with discretion whilst maintaining confidentiality.

## Working Environment:

The Department of Health is committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality and safe health system. We value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

The Department seeks to provide an environment that supports safe work practices, diversity and respect, including with employment opportunities and ongoing learning and development. We value the diverse backgrounds, skills and contributions of all employees and treat each other and members of the community with respect. We do not tolerate discrimination, harassment or bullying in the workplace. All employees must uphold the *State Service Principles* and *Code of Conduct* which are found in the *State Service Act 2000*. The Department supports the [Consumer and Community Engagement Principles](#).