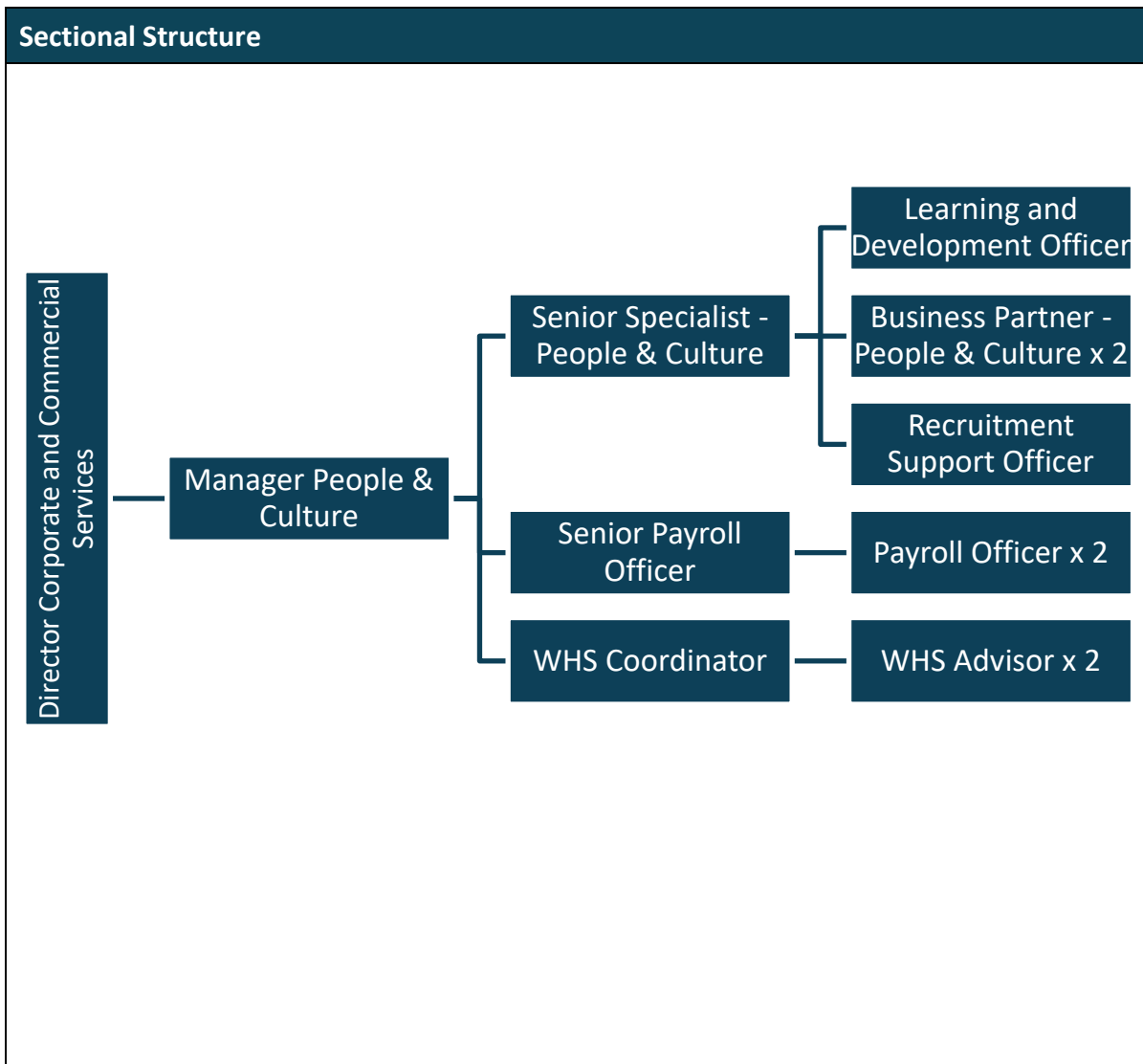


Position Title:	Recruitment Support Officer
Position Number:	2105
Division:	Corporate and Commercial Services
Section:	People and Culture
Grade:	6
Delegations:	Nil
Position FTE Hours:	35

Primary Purpose

To assist in the provision of support and advice for Council Divisions within the areas of recruitment and selection and general conditions of employment.

Sectional Structure



Selection Criteria

Qualifications/Licences

- Certificate IV in Business Administration and/or Human Resources
- Current Class C Drivers Licence
- Satisfactory Criminal Record Check

Skills and Experience

- Demonstrated experience in a similar position
- Demonstrated ability to independently prepare documentation including letters utilising templates
- Proven ability to meet deadlines and prioritisation of workload
- Demonstrated ability to work and contribute as part of a team
- Well-developed computer literacy skills in the use of a variety of computer software packages
- High level verbal communication skills including the capacity to interact with all levels of staff and the public while maintaining effective customer service
- Ability to maintain confidentiality
- Demonstrated ability to model Council's key values and desired behaviours

Key Accountabilities/Duties

Recruitment and Onboarding:

- Assist with recruitment processes in conjunction with Panel Convenor including to develop and place effective advertisements for positions, shortlisting, interviewing, pre-employment checks and offers of employment
- Effectively maintain recruitment data within the online recruitment system and document management system to ensure that the relevant People and Culture Business Partners are aware of the status of recruitment and all new starters' are accurately and timely set up.
- Liaise effectively with all potential candidates, the people and culture team and Panel Convenors throughout the recruitment process to assist with minimising the Time-to-Hire (TTH) rate and to keep the candidates informed.
- Assist by drafting offer letters in accordance with the relevant approvals and templates
- Assist supervisors with all on boarding processes including scheduling and booking inductions
- Ensure all candidates as required have a satisfactory Criminal Record Check and Working with Children and that those details are accurately recorded in the HRIS for employees.
- Provide probation reviews to Supervisors and monitor to ensure they are completed prior to the end of the probation period and where necessary escalate.
- Process successful probation review letters and ensure the Manager People and Culture is aware of any required actions from probation reviews including salary progression.
- Participate and promote Orange City Council in relevant community events including job expos.

Employee Maintenance:

- Assist with the administration of Council's Performance Review Procedures for both paper based (casuals) and online (permanent) reviews and draft letters for any relevant salary progression.
- Assist the People and Culture team in the maintenance of employee data and records.

- Process all resignations as per Employee Exit Checklist Guidelines
- Update minor changes to Position Descriptions including ensuring that they are consistent with corporate branding
- Assist the Business Partners with processing relief duties, flexible work arrangements, leave purchase, extension of temporary contracts and other relevant employment paperwork to ensure compliance/consistently with the Award and Policy

General:

- Compile and distribute the Agenda once reports are finalised and draft Minutes for the Staff Consultative Committee in accordance with the Staff Consultative Committee Charter.
- Assist the People and Culture team as required.
- Process requests for placements for work experience in accordance with the relevant Policy/Procedure including liaising with careers advisors, students and line managers
- Contribute to and support continuous improvement initiatives.
- Comply with Council's Code of Conduct, relevant policies and procedures, values and behaviours, and work health and safety responsibilities, as amended from time to time

Position Capabilities	
<p>The Orange City Council Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in our council. The full information regarding these Capabilities is available here. The focus capabilities for this position are:</p>	
	Capability
Personal Attributes	<p>Ownership - Foundational "Does it" <i>Take responsibility and ownership of work and delivering to quality standards.</i></p> <ul style="list-style-type: none"> • Takes responsibility for own actions • Completes tasks he/she has agreed to on time • Is aware of the decisions that need to be referred to a manager or supervisor and acts accordingly
	<p>Integrity - Demonstrates "Achieves it" <i>Be honest, ethical and professional, and prepared to speak up for what is right.</i></p> <ul style="list-style-type: none"> • Maintains confidentiality of customer and organisational information • Is open, honest and consistent in words and behaviour • Takes steps to clarify ethical issues and seeks advice when unsure what to do • Helps others to understand their obligations to follow the code of conduct, legislation and policies • Recognises and reports inappropriate behaviour, misconduct and perceived conflicts of interest
Relationships	<p>Customer Focus - Demonstrates "Achieves it" <i>Commit to delivering customer focused services in line with strategic objectives.</i></p> <ul style="list-style-type: none"> • Identifies and responds quickly to customer needs • Demonstrates a thorough knowledge of services provided • Puts the customer and community at the heart of work activities • Takes responsibility for resolving customer issues and needs
Results	<p>Create and Innovate - Foundational "Does it" <i>Encourage and suggest new ideas and show commitment to improving services and ways of working.</i></p> <ul style="list-style-type: none"> • Contributes own knowledge and ideas • Suggests improvements to the way work is done
Technical	<p>Finance, Procurement and Contracts - Foundational "Does it" <i>Understand and apply procurement and financial processes to ensure effective purchasing and contract performance in line with legislation and policy.</i></p> <ul style="list-style-type: none"> • Calculates and records financial information accurately • Seeks approval from manager/supervisor for expenses and claims, as required by policies or guidelines • Checks quotes and invoices for accuracy • Checks that invoiced fees and charges match goods or services delivered and/or charged <p>Information and Technology - Demonstrates "Achieves it" <i>Use technology and information to maximise efficiency and effectiveness.</i></p> <ul style="list-style-type: none"> • Shows confidence in using core office software and other computer applications • Makes effective use of records, information and knowledge management systems • Supports the introduction of new technologies to improve efficiency and effectiveness

Corporate Values

As a values-based organisation, Council demonstrates its values through workplace behaviours. These behaviours provide a framework for staff to model behaviour across the organisation. Underpinning the behaviours is the Orange City Council Code of Conduct. Council's corporate values are listed below:

- **Respect** – is honest and respectful towards others and works as part of a team
- **Ownership** - takes responsibility for actions
- **High Performance** - pursues performance excellence and continually looks for improvement
- **Customer Focus** - demonstrates a customer focused approach towards internal and external customers
- **Safety** - works safely, in accordance with Council's Work Health and Safety policy and procedures
- **Diversity** – Champion a diverse and inclusive workplace
- **Leadership** – Council encourages all its employees to lead by example and role model our values. Leaders also need to ensure they provide constructive feedback and encourage high performance by coaching, developing, recognising and managing people effectively

Work Health and Safety Responsibilities

All employees are responsible for Work Health and Safety (WHS) for Orange City Council and their duties include:

- Complying with Council's WHS policies and procedures
- Working with due diligence and consideration to safeguard their own health and safety and the health and safety of others
- Reporting any potential hazards, incidents or injuries to their Supervisor and WHS within 48 hours
- Participating in any applicable WHS consultation arrangements
- Complying with any Return to Work Plan if injured and supporting rehabilitation in the workplace
- Correctly using all personal protective equipment
- Complying with emergency and evacuation procedures and site rules if applicable
- For Managers, Supervisors, Team Leaders or Gangers, you have additional WHS responsibilities as defined in the Orange City Council Work Health and Safety Management Policy (OP 84)

General

- The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.
- Local Government (State) Award conditions apply to all entitlements.
- The Position Description links to the overall organisational Delivery/Operational Plan which ties into an employees' key performance indicators (KPIs) as part of their annual performance review.
- Position descriptions may be amended from time to time in accordance with business needs and in consultation with the incumbent of the position.

I acknowledge that I have read and understood the duties, responsibilities and delegations of the position as outlined in the above Position Description

Name of Employee	
Signature of Employee	
Date	