

## POSITION DESCRIPTION

<b>Position Title</b>	HR Officer – Employment and Talent Acquisition
<b>Position Nos</b>	10125 27007 27024
<b>Department</b>	Human Resources
<b>Faculty/ Centre</b>	Office of the Chief Executive
<b>Classification</b>	PACCT Worker Level 5 (PW 5)
<b>Prepared By</b>	Manager - Employment
<b>Date</b>	July, 2023
<b>Reference No</b>	<i>(To be completed by Human Resource Operations)</i>
<b>Approved By</b>	Associate Director - Human Resource Operations
<b>Primary Objectives of Position</b>	<ol style="list-style-type: none"> <li>1. Provide advice and support to managers on recruitment and selection processes and facilitate the approval of recruitment requests and employment variations.</li> <li>2. Provide a range of high quality, best practice and contemporary recruitment and human resource services including: <ul style="list-style-type: none"> <li>- the preparation of advertising material</li> <li>- the administration and monitoring of the e-recruitment system</li> <li>- preparation of contractual documentation utilising the Onboarding System</li> </ul> </li> <li>3. Ensure that recruitment, selection and onboarding practices utilise best practice strategies and comply with legislative requirements, Institute policies and procedures and the strategic needs of the Institute.</li> </ol>
<b>Manager/Supervisor</b>	<ul style="list-style-type: none"> <li>▪ The Manager – Employment has organisational oversight of, and supervisory responsibility for, the Employment and Talent Acquisition Team (Manager).</li> <li>▪ The HR Officer – Employment and Talent Acquisition has a functional and operational reporting responsibility to the Team Lead - Employment and Talent Acquisition (Team Lead).</li> </ul>
<b>Subordinates (Where Applicable)</b>	Not applicable
<b>Internal Communication Requirements</b>	<ul style="list-style-type: none"> <li>▪ The Manager, the Team Lead and the Associate Director – Human Resource Operations, as well as other members of the Human Resources staff to support recruitment services and initiatives.</li> <li>▪ Regularly liaise with executive and senior managers, and department managers, in relation to recruitment requirements.</li> </ul>

## **External Communication Requirements**

- Corporate Accounting officers to ensure budgeting arrangements support recruitment strategies.
- Management and staff in faculties and departments across all levels of the Institute as required to perform the duties of the position and to ensure a coordinated, effective and efficient approach to recruitment services.
- Develop positive and productive relationships with a range of private and public sector organisations, including recruitment advertising agencies and personnel, in the provision of recruitment services as well as HR advice and information.
- Liaise with:
  - relevant application software providers
  - the Australian Apprenticeship Centre
  - applicants to advertised vacancies.
- Liaise with specialist service providers as well as a range of educational, industry and government agencies necessary to ensure that position accountabilities are met.

## **Specific Accountabilities**

1. Monitor and facilitate the e-recruitment system requisition process and liaise with Managers to advise and determine the most appropriate approach to recruitment.
2. Prepare and edit recruitment advertisements, and review position descriptions, in consultation with Managers to ensure Institute, position and industrial requirements are met.
3. Facilitate, and participate in, selection interviews to ensure compliance with the Institute's recruitment and selection processes.
4. Finalise recruitment documentation and information, and forward to relevant Institute personnel for action.
5. Administer and monitor the Institute's onboarding system, including preparation of new and renewed contracts.
6. As part of the recruitment team, cross check employment paperwork and contracts to ensure accuracy of information and that appropriate checks and approvals have been obtained.
7. Liaise with the Corporate Accounting department in relation to employment matters and to ensure the availability of budgets to support recruitment requirements.
8. Administer and check VISA arrangements for new appointments and, as required, verify employment documentation and contracts to ensure the accuracy of information and that appropriate checks and approvals have been obtained.
9. Manage and administer apprentice/traineeship employment arrangements including wage claims and incentives.
10. Prepare reports relating to employment issues as requested and provide advice and input to support the decision making process within the department.
11. Fulfil the duties of the Institute's Aboriginal Employment Officer and encourage employment practices that foster a high-quality diverse workforce reflective of the Victorian community.
12. As required, support the Institute's redeployment processes.

13. Administer exit and engagement surveys, including the conduct of exit interviews, and provide statistical reporting on the data collected.
14. Maintain files and related correspondence and update and maintain the Organisational Management system.
15. Contribute to the development, review and implementation of human resource practice, policy and procedures and work collaboratively with HR team members to ensure strategic and operational goals are met.
16. Act with integrity, ensuring that personal and sensitive information is treated confidentially and securely, in line with the Information Privacy Principles and applicable Institute policies and procedures.
17. Comply with Holmesglen policies, procedures and processes, and applicable legislative and regulatory requirements, and contribute to the ongoing improvement of recruitment systems and processes.
18. Support the Institute's Strategic Plan and Vision and work to ensure that all activities align to the Institute's commitment to quality.
19. Act in accordance with Holmesglen Safety policies and procedures, including Child Safety Standards, to ensure that departmental operations comply with Occupational Health and Safety legislation.

### **Qualifications**

#### **Minimum**

- Degree in Human Resource Management and relevant work experience.
- Lesser qualifications may be accepted subject to significant relevant work experience and/or specialist expertise.

### **Knowledge**

- Knowledge of:
  - best practice and contemporary human resource services and practices
  - and familiarity with appropriate systems and technologies relevant to recruitment services and the human resources environment
  - the application of relevant state and federal legislation in the employment of staff including Award and Enterprise Agreement terms and conditions.
- Confidentiality and privacy principles associated with the delivery of human resources and recruitment services.
- Knowledge of the Vocational and Higher Education sector would be an advantage.

### **Experience**

- Extensive experience in recruitment and selection processes, including experience with online e-recruitment and onboarding systems.
- General experience in a range of human resource functions and operations with particular emphasis on recruitment.
- Experience in:

standard and professional business practices, including customer service, preferably in an educational administrative environment

setting priorities against competing demands whilst demonstrating and maintaining a high level of accuracy and attention to detail

dealing with a broad range of people, including applicants and Institute suppliers and clients face to face, online and over the phone.

## Skills

- Established verbal and written communication skills, and well developed interpersonal skills, including the ability to interact and liaise effectively with a diverse range of people.
- Excellent selection and interviewing skills.
- High level of customer service skills and the ability to provide courteous, informative and accurate responses to all enquiries.
- Highly developed administrative, organisational and work planning skills and the ability to establish and maintain effective HR management systems and records.
- Proven time management skills, with a demonstrated ability to meet deadlines, achieve goals and work concurrently on multiple tasks in an environment of competing demands.
- Ability to:
  - coordinate workflow prioritise work tasks effectively and work under pressure while maintaining a high level of accuracy and attention to detail.
  - work independently and/or coordinate work effectively and collaboratively in a team environment
  - arrange and set priorities consistent with Institute strategic and operational objectives.
- Analytical and problem-solving skills necessary to organise and interpret data to provide meaningful information and reports.
- Advanced technical competence in the use of the MS Office applications and HR database information management software including e-recruitment and online onboarding systems.

## Key Selection Criteria

In addition to qualification requirements the incumbent will have:

1. An understanding of current developments in HR practice and extensive experience in recruitment and selection processes including interviewing skills.
2. Excellent interpersonal, verbal and written communication skills, the ability to produce high level written documentation and deal effectively with work colleagues, clients and key stakeholders in relation to recruitment matters.
3. Demonstrated analytical and administrative skills, with ability to use initiative, accept responsibility and function effectively with limited or no supervision.
4. Demonstrated self-motivation with the ability to exercise judgment, maintain privacy and confidentiality and work cooperatively and flexibly in a team environment.
5. Proven time management and organisational skills including the ability to coordinate concurrent activities, effectively prioritise work tasks and work to ongoing deadlines.

6. Demonstrated proficiency in the use of the MS Office products, internet-based applications and database management software. Knowledge of e-recruitment and online onboarding systems would be an advantage.

**Note**

- This position description describes in general terms the normal duties which this position is expected to undertake. Duties not specifically mentioned in this document, but within the capacity, qualifications and experience normally expected from people occupying positions classified at this level may be allocated.
- Employees attending certain workplace settings, including health and care facilities, may be required to meet mandatory vaccination obligations.
- Due to the nature of the position, there may be a requirement to accommodate flexible working hours and attendance requirements.
- The incumbent may be required to perform their duties at any campus or location controlled by Holmesglen Institute or elsewhere as directed.
- Holmesglen is a child safe organisation. This position requires a valid Victorian Employee Working with Children check.
- Holmesglen cultivates a workforce that embraces and values student voice and partnership.