

# POSITION DESCRIPTION

<b>POSITION TITLE:</b>	HR Recruitment Officer
<b>LOCATION:</b>	Southport
<b>REPORTING TO:</b>	HR Manager
<b>DEPARTMENT:</b>	Corporate Services

## PURPOSE STATEMENT

The primary purpose of the position is to provide consultative support and guidance to manage and deliver complete end-to-end recruitment solutions. Proactively collaborating with key stakeholders, to recruit talented individuals to support the needs of The BUSY Group, with an informed approach to the management of talent pipelining and strategic thinking to ensure the recruitment needs within your portfolio are met.

Additionally, the role is to provide high level Human Resources administrative support to the whole of The BUSY Group.

## OUR VISION

To improve social equity through having more people in jobs, more people learning new skills, and more communities exposed to positive change.

## OUR MISSION

- To promote training, employment and workforce planning solutions to employed, under-employed and at risk members of our Communities, with particular emphasis on youth.
- To provide bridging assistance where government and community resources are lacking.
- To assist new and existing businesses to grow and prosper through effective workforce planning.
- To create and maintain partnerships with other providers, industry groups and governmental agencies

## OUR VALUES

- **Inclusive:** People of all communities coming together as one team for common goals
- **Excellence:** We always strive to exceed
- **Resilience:** Equipped to meet challenges and exceed
- **Integrity:** We act with honesty and sincerity
- **Innovation:** Embracing new ideas and technology to stay ahead of change

## REPORTING

This position reports to the HR Manager

## PRIMARY DUTIES

- Responsible for recruiting and sourcing talent across The Group;
- Engage with your key stakeholders, offering guidance, advice and solutions to attract, engage and retain the right talent to support business growth and development;
- Creation and delivery of Recruitment tool box talks for Managers;
- Deliver end to end recruitment services for internal positions, including creating job advertisements, phone screen and panel interviews and reference checking;
- Monitor and respond to telephone and HR/Recruitment mailbox queries and provide advice, guidance and support to both managers and employees across all aspects of the employee life cycle, escalating where appropriate;
- Monitor and report on key employee lifecycle dates e.g. probation review
- Maintain electronic employee files and HR data base;
- Employee lifecycle administration, including issuing new employee contracts and contract variations;
- Lodge, track and advise on probity documentation;
- Liaise with both Human Resource manager(s) and line managers to undertake or assist with specific initiatives, projects and assignments.
- Other administration and duties as required.

## KNOWLEDGE, SKILLS & EXPERIENCE

- Experience working within internal recruitment;
- Exceptional candidate care;
- Excellent talent pipelining skills, and the ability to think outside the box;
- Experience and knowledge of Employment Services highly regarded, however not essential;
- Strong communication and well-developed interpersonal skills;
- Previous experience working in a HR role;
- Previous experience using recruitment software e.g. JobAdder
- Excellent organisational skills;
- Well-developed computer skills;
- Ability to maintain high levels of confidentiality;
- Outstanding time management and the ability to prioritise work demands;
- Ability to work independently and as part of the Corporate Services team;
- Fine attention to accuracy and detail, including high-level writing skills;
- Self-motivated with a demonstrated enthusiastic approach to day-to-day business operations;
- Positive approach to a continual changing work environment;
- Strong client focus and desire to be a part of a service organisation.

## QUALIFICATIONS

- Formal HR qualification and/or 3 years' experience preferred, but not essential.