

# Position Description

Position Title	Recruitment Officer
Department	Workforce Management
Reports to	Manager Workforce Operations
Grade	7
Date reviewed	August 2025

## Primary Purpose

The Recruitment Officer is responsible for managing Council's recruitment program and deliver solutions to support positive organisational and people outcomes.





The incumbent will contribute to Council's vision as "A Trusted Community Partner", promote the values which support this: Solutionary, Together, Accountable, Innovative, Caring, and use these to guide decisions, actions and conduct.

## Key Accountabilities

- Inform, guide and support management to source, select, appoint and on-board candidates who best fit the knowledge, skills, experience and attributes required by Council to achieve its strategic, operational and organisational goals.
- Facilitate workforce, stakeholder and customer access to information, guidance or support about the council's talent management services.
- Monitor and report on the quality of systems, processes and resources used in the delivery of the council's talent management services.
- Model cross-functional collaboration through information sharing and knowledge transfer to drive evidence-based decision-making, enhance capability and optimise capacity.
- Model an agile, solutions-focused, accountable and collaborative culture that facilitates workforce engagement, empowerment and performance.
- Contribute to the performance of Council: demonstrate professional conduct, make the best use of knowledge, experience and skills and be accountable for own decisions and actions.
- Contribute to a safe workplace: comply with legislative and organisational requirements and be accountable for own decisions and actions.

The employee is required to undertake any other duties, projects or tasks as directed by the Manager Workforce Operations, which are within his/her skills, competence and training.

## Position Capabilities

Capability Group	Capability Description	Level
 Personal Attributes	Be accountable for investing in own growth, acting with integrity and displaying resilience.	Adept
 Relationships	Be respectful, inclusive and collaborative in engaging with others to address issues and deliver for the community.	Adept
 Results	Be planned and responsive to organisational priorities and develop pragmatic solutions to deliver quality outcomes.	Adept
 Resources	Be efficient, effective and compliant in the management and use of assets, finance and contracts.	Adept

## Essential Criteria

1. Certificate IV qualification or above, in Business Administration, Human Resource Management or a related discipline with demonstrated contemporary experience in a similar role; or substantial contemporary experience in a similar role to support contemporary knowledge
2. Demonstrated experience facilitating the delivery of recruitment services focused on enabling positive organisational and people outcomes.
3. Demonstrated time management skills, data entry accuracy and ability to organize and prioritise work effectively to meet deadlines in high volume environment
4. Demonstrated high level of verbal and written communication skills combined with interpersonal skills and the ability to deal with people at all levels of the organisation
5. Confident in reporting and the use of Excel for data driven decision making
6. Proven ability in negotiating, mediating, problem solving and conflict resolution
7. Experience in interpreting and applying industrial awards and other relevant legislation
8. Demonstrated ability to maintain confidentiality
9. High level of computer literacy, including the ability to use the Microsoft Office suite

## Desirable Criteria

1. Exposure to contemporary talent management and workforce planning approaches

2. Previous experience in the administration and management of recruitment systems
3. Local Government experience including application of Local Government Award
4. Current Class C drivers licence

The position description should be read, and applied, in conjunction with other corporate documentation that guides decision-making, actions and conduct, including but not limited to, the contract of employment, Code of Conduct, delegations of authority, legislation, regulation, policy, procedure, process, standards and plans.

I have read and understand the above requirements and accountabilities of this position.

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Name (please print)

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Signature

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Date