

Position Description

ASO5 Recruitment Officer

Why work with us

Every child and young person deserves a great education.

We have a strategy that aims to unlock every child's potential now and into the future, one that in partnership with learners, students, parents and the wider South Australian community will build a world-leading public education system. One that is equitable and prioritises learning and wellbeing.

Together we will make our education system the best it can be.

When our children and young people thrive, so do our communities and our state.

Our values

We are part of the South Australian public sector and share the values of:

 SERVICE	 PROFESSIONALISM	 TRUST	 RESPECT	 COLLABORATION & ENGAGEMENT	 HONESTY & INTEGRITY	 COURAGE & TENACITY	 SUSTAINABILITY
We proudly service the community and the South Australian Government.	We strive for excellence.	We have the confidence in the ability of others.	We value every individual.	We create solutions together.	We act truthfully, consistently, and fairly.	We never give up.	We work to get the best results for current and future generations of South Australians.

About this role

The Recruitment Officer is responsible for supporting the recruitment processes essential to ensuring that our schools and preschools operate smoothly and effectively. The Recruitment Officer will also help with recruitment initiatives and projects.

Position title	Recruitment Officer
Classification	ASO5
Division	People & Culture
Directorate	Workforce Management
Location	31 Flinders Street, Adelaide, with flexible working arrangements available
Reports to	HR Business Partner
Direct reports	Nil
Role description date	September 2023



What you will do (key outcomes)

Recruitment:

- Develop and execute the best recruitment strategies for teacher, ancillary, and leadership vacancies in coordination with HR Business Partners.
- Proactively source candidates through various channels, including job boards, social media, networking events, and referrals. Build and maintain a talent pipeline of qualified candidates.
- Create and post job advertisements on relevant job boards and the department's career website. Ensure job & parson specifications are accurate and compelling to attract the right candidates.
- Promote the department's employer brand through recruitment initiatives, creating a positive image in the job market.
- Plan and deliver on projects pertaining to recruitment process improvement.
- Build and maintain positive working relationships with a range of internal and external stakeholders to support the delivery of successful recruitment process.

Candidate Management:

- Understand the job requirements and provide consultation to Site Leaders & HR business partners on suitable candidates for teacher, ancillary, and leadership vacancies. Review resumes and applications, conduct initial phone screenings, and assess candidate qualifications, skills, and cultural fit. Present shortlisted candidates to site leaders for further evaluation.
- Conduct reference checks on candidates to verify employment history, qualifications, and suitability for the role.
- Research and analyse the required interventions to improve the candidate management system. Ensure that recommended interventions are incorporated in the system, resulting in efficiency and accuracy.

Reporting and Administration:

- Maintain accurate and up-to-date recruitment records and documentation. Generate reports and analytics to track recruitment metrics and identify areas for improvement.
- Ensure recruitment processes are compliant with all legal requirements and internal processes and policies.
- Help to maintain a *safe and healthy working environment by proactively reporting incidents, hazards and injuries.*

The capabilities you will bring (key competencies)

Effective Communication: Demonstrate strong interpersonal and communication skills to facilitate clear and meaningful interactions with colleagues, candidates, and stakeholders.

Organizational Proficiency: Exhibit excellent organizational and time-management skills to maintain order and efficiency in work processes and responsibilities. Prioritize tasks effectively and manage competing priorities.

Recruitment Expertise: Proven experience in recruitment or talent acquisition to identify, engage, and select top candidates for organizational needs.

Customer Service: Provide a high level of customer service to ensure a positive experience for candidates, hiring managers, and stakeholders throughout the recruitment process.

Administrative Competence: Utilize administrative experience and Microsoft Suite proficiency to streamline processes and support effective recruitment operations.

Recruitment Best Practices: Apply knowledge of recruitment best practices, sourcing techniques, and candidate assessment methods to attract and assess top talent effectively.

Knowledge: Knowledge and commitment to promoting and creating a safe and inclusive work environment, and the requirements of Equal Opportunity and Work Health and Safety legislation. You'll have a deep understanding of contemporary workforce management principles and practices and detailed knowledge of the relevant government legislation, and Department policies and procedures.

Who you will work with (key relationships)	Qualifications
Assistant Director, Workforce Management LTA Education Directors Principals and Preschool Directors School leadership teams People Support team	Essential: Nil Desirable: A tertiary qualification in Human Resources or equivalent experience

Corporate responsibilities	Special conditions
Keep accurate and complete records Act appropriately in line with the Public Sector Code of Ethics at all times Support diversity and promote an inclusive workplace for everyone Maintain a commitment to Work Health and Safety legislative requirements	You may need a current driver's license and be willing to drive You may be asked to work out of hours You may need to travel within or outside South Australia You need to achieve mutually agreed performance goals You must have a current Working with Children Check You must do Responding to Risks of Harm, Abuse and Neglect – Education and Care training You must be an Australian resident or provide evidence you have a current work permit

Assessed by: Tazeen Adnan People & Culture Consultant Workforce Management Central		Approved by: Matt McPeake Assistant Director Workforce Management - Schools & Preschools	
Date: 04 October, 2023		Date: 5 October, 2023	