

Recruitment Officer (HU-FG031)



This form comes from the following HU-FG Human Resources – Functional Statement, Employment Services departmental process:

Position Title:	Recruitment Officer
Business Unit:	Employment Services
Location:	Darwin
Classification:	Level 3 \$57,838 - \$63,945 pa
Status:	Contract Full-Time (38 hrs per week)
Probation period:	3 Months (if applicable)
Responsible to:	Innovation and Integration Manager
Preparation Date:	January 2026
Approved by:	Human Resources Manager

This position is responsible for:

- Responsible for the efficient delivery of recruitment for GTNT Group Employment Services.
- Provide a high level of customer service, recruitment services, quality information and increase GTNT Group financial viability.
- Ensure all recruitment services and targets are achieved.
- Develop business opportunities by building positive and professional relationships with key clients and stakeholders.
- Demonstrate and align with company values.

Statement of Specific Accountabilities

Recruitment Services

- Interview jobseekers looking for apprenticeships, traineeships and recruitment options and record all relevant personal details to match them with appropriate vacancies.
- Support interview and selection process for major recruitment intakes.
- Organise advertising if required to be approved by the host business.
- Analyse aptitude, medical and psychometric testing as required.
- Interview jobseekers and prepare shortlists for referral to prospective host businesses.
- Facilitate the recruitment process to ensure all jobseekers/clients are progressing through or communicated with, in a timely manner.
- Prepare resumes and correspondence for suitable jobseekers to forward to employers
- Conduct information sessions as instructed.
- Identify jobseekers career interests and provide suggested career advice and recommendations
- Provide face-to-face and over the phone/online consultations with prospective jobseekers and/or employers.
- Enroll newly commenced GTNT Group Employment Services Australian Apprentices into WHS induction.
- Provide support to the Innovation and Integration Manager when required.

Marketing

- Attend all relevant marketing events e.g. expos, forums, schools, networking and industry specific event.
- Assist with sales and marketing duties designed to increase the quality candidate base and Australian Apprentices numbers.
- Promote and market Australian Apprenticeships through presentations and networking activities to relevant stakeholders.

- Participate in and provide advice and information on Australian Apprenticeship system to internal and external clients.
- Develop and maintain relationships with existing and prospective clients.
- Continually update and improve sales and recruitment material.
- Assist in the coordination and preparation of sales and marketing events.

Sales

- Promote and sell products and services of the company to current and perspective clients.
- Assist with achieving sale targets across the Northern Territory.

Customer Service

- Provide quality advice and service provision to internal and external clients.
- Exercise a high level of interpersonal/customer service skills in dealing with all prospective and existing clients.
- Manage and provide high level of customer services to internal and external clients.
- Maintain confidentiality as per company policies.

General Administration

- Prepare reports and other documentation as required.

Travel

- May be required to travel to remote areas of the Northern Territory region as required.

Other General GTNT Group Position Accountabilities

Policies and Procedures

- Assist in the preparation, review and implementation of business unit related policies and procedures for inclusion in the QMS.
- Assist with ensuring all section staff are aware/trained in and comply with company policies and procedures.

Workplace Health and Safety

- Ensure a safe work environment.
- Follow all WHS policies and procedures.
- Report all hazards and accidents to their supervisor/manager.
- Take all reasonable and practicable steps to ensure your own health & safety and that of any other persons who may be affected by your actions.

Team

- Facilitate work teams and value individual differences and diversity.
- Establish effective workplace relationships with groups and individuals.
- Participate in business planning activities as required.
- Participate in company and divisional meetings, and training activities.

Additional Information

The incumbent must adhere to all current relevant codes of conduct and legislation requirements including:

- GTNT Group policies/procedures and protocols located in the Quality Management System.
- Privacy Act.
- Equal Employment Opportunity Act
- Work Health and Safety Act.
- Government/Industry Code of Conduct.
- Northern Territory Employment and Training Act.
- Australia Fair Pay Condition Standards.
- Anti-Discrimination Act.

The incumbent can be expected to be allocated duties not specifically outlined within their position description, however within the capacity, qualifications and experience normally expected from a person occupying this position.

The incumbent must:

- Have applied for/or possess a current police check prior to employment (not older than 3 months).
- Have applied for/or possess current working with children's clearance card (Ochre Card).
- Hold a current manual Northern Territory driver's license.

Must demonstrate company values; Collaboration, Innovation, Integrity, Safety and Respect.

Selection Criteria

- Completion of or progress towards Certificate III in Business or and/or subsequent relevant experience in recruitment field.
- Demonstrated organisational and administrative skills with ability to meet tight deadlines whilst demonstrating initiative and integrity.
- High level of competency of computer literacy and client database systems.
- High level of oral and written communication skills, with the ability to liaise at all levels across diverse disciplines with tact and diplomacy.
- Demonstrated experience in recruitment or sales experience (human resources knowledge would be desirable).
- A demonstrated knowledge and understanding of Aboriginal and Torres Strait Islander society and culture, including the requirement for proper negotiation and consultation with Indigenous people.
- Ability to network and create relationships with relevant stakeholders.

Training and Professional Development

Position Training Requirements

- Completion of Certificate III in Business.
- Cross Cultural Awareness Training.

Positional training requirements is subject to budget constraints and group enrolment availability. Positional training requirements is not classified as mandatory (unless specified otherwise).

Remuneration Package

Annual leave:	5 weeks
Sick leave:	2 weeks
Superannuation:	In line with Super Guarantee Charge
Additional Benefits:	Health and Well-being Package

All other conditions are in accordance with the current GTNT Group Enterprise Agreement and company policy.

I, _____ confirm I have read and understood my functional statement. I have a Complete understanding of my role and responsibilities as outlined in this document. I acknowledge I may be required to undertake additional tasks outside of my functional statement that are reasonable and as directed by my manager.

Signature: _____

Date: _____

This form also relates to the following other forms: Nil