

# Recruitment Officer (HU-FG031)



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

<b>Position Title:</b>	Recruitment Officer
<b>Business Unit:</b>	Corporate Services
<b>Location:</b>	Darwin
<b>Classification:</b>	<b>Level 3</b> \$55,825 - \$63,945 pa
<b>Status:</b>	Contract Full-Time (38 hrs per week)
<b>Probation period:</b>	3 Months (if applicable)
<b>Responsible to:</b>	Innovation and Integration Manager
<b>Preparation Date:</b>	July 2023
<b>Approved by:</b>	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.

## Pearson Services

- Follow all policies and procedures as per Pearson guidelines.
- Deliver Pearson testing to clients as required.
- Candidate monitoring and accommodations.
- Submitting candidate cases 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 Manual 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 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.
- Successfully pass the Test Administrator Certification test for Pearson.

Must demonstrate company values; Be Accountable, Integrity Is Everything, Be Innovative, Customer Service Excellence, Respect Everyone and Think Safe Be Safe.

## 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.
- WH&S 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).