

<b>Position:</b>	Recruitment Advisor (PT .8)
<b>Agreement:</b>	Surf Coast Shire Council Enterprise Agreement 2022 – 2025
<b>Award Classification:</b>	Band 5
<b>Division:</b>	Strategy & Effectiveness
<b>Unit:</b>	Human Resources
<b>Date Reviewed:</b>	June 2024
<b>Approved By:</b>	General Manager Strategy & Effectiveness
<b>Current Incumbent:</b>	VACANT

Surf Coast Shire Council Acknowledges the Wadawurrung People, and the Gulidjan and Gadubanud Peoples of the Eastern Maar nation as the Traditional Owners of the land we now call Surf Coast Shire. We pay our respects to their Elders past and present, and all other Aboriginal and Torres Strait Islander People who are part of our Surf Coast Shire community.

## Our purpose, direction and approach were developed collaboratively by our people for our people.

As an employee of the Surf Coast Shire Council you are committing to work towards our purpose within our team by following our direction and living our approach.

### Purpose, Direction and Approach

Council is committed to helping our community and environment to thrive. In order to do this we understand that we will be an innovative and flexible leader that values the strengths of others enabling our workplace to be a place where people can do their best and be proud of their achievements.

Our Approach guides us in the way that we work:

#### *We Do What We Say*

We set clear expectations  
We are accountable for our actions  
We get things done

#### *We See Opportunity*

We look for better ways  
We are open minded  
We learn from our experiences

#### *We Work Together*

We value strengths and differences  
We seek to work with others  
We help people to succeed

#### *We Make a Difference*

We proudly represent Surf Coast Shire Council  
We act with the future in mind  
We go the extra mile

### POSITION OBJECTIVES

- Understand recruitment processes, utilise standard documents, accurately update systems, generate reports to regularly track progress of recruitment processes and identify key issues.
- Take ownership for key elements of the recruitment process and liaise with stakeholders to ensure accurate and efficient administrative support is provided.
- Ensure the ELMO Recruitment system is maintained to ensure it is functioning as required.

### OUR APPROACH

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[surfcoast.vic.gov.au](http://surfcoast.vic.gov.au)

**Position description**

**ORGANISATIONAL CONTEXT**

Refer to Surf Coast Shire Council Organisation Chart within this document.

**ORGANISATIONAL RELATIONSHIPS**

Reports to: Coordinator Human Resources

Supervises: N/A

Internal Relationships: Managers, Coordinators and all other Surf Coast Shire Council employees

External Relationships: Members of the general public, external job applicants, consultants and service providers

KEY RESPONSIBILITIES	MEASURABLE OUTCOMES
<p><b>ELMO</b> Provide assistance to staff within the ELMO Recruitment system and ensure users are educated on the use of ELMO.</p> <p>Maintain the ELMO Recruitment system ensuring the system is functioning as required.</p> <p>Rectify issues and assist in providing solutions to ELMO issues encountered.</p> <p>Identify areas for improvement with the ELMO software and assist in seeking solutions.</p> <p>Creation and maintenance of relevant reporting on HR metrics.</p>	<p>Accurate, reliable and timely general advice provided in a timely manner on the use of ELMO and undertake and delivering of training sessions for relevant users.</p> <p>Ensure ELMO is maintained and updated at all times ensuring staff registers, reporting and relevant details are correct.</p> <p>Ensuring issues within the system are rectified to allow users to use ELMO accordingly.</p> <p>Proactively identify improvements in ELMO to ensure the software is utilised to its potential.</p> <p>Ensure relevant reports are conducted when required allowing HR metrics to be displayed.</p>
<p><b>Recruitment</b> Coordinate recruitment processes.</p> <p>Guide supervisors in relation to application of the Recruitment and Selection Policy and its associated processes and procedures.</p> <p>Undertake all components of the recruitment and selection process and provide the responsible officers with advice and assistance as needed including:</p> <ul style="list-style-type: none"> <li>• Writing job advertisements.</li> <li>• Ensuring the appropriate placement and development of advertising to capture strong candidate pools.</li> <li>• Ensuring requisitions are progressing within ELMO.</li> <li>• Create interview packs and resources for hiring managers when required.</li> <li>• Coordinating relevant pre-employment checks.</li> <li>• Undertake letters of offer ensuring these are completed accurately and in a timely manner.</li> <li>• Updating and maintaining the Surf Coast Shire Employment page.</li> </ul>	
	<p>Recruitment activities are conducted in accordance with Council's Recruitment and Selection Policy HR-01 at all times.</p> <p>Accurate and consistent advice provided to supervisors through recruitment and selection processes.</p>

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KEY RESPONSIBILITIES	MEASURABLE OUTCOMES
<p><b>Risk Management and Workplace Health &amp; Safety</b></p> <p>Observe safe work processes in accordance with training and instruction given and report any risks to immediate supervisor. Risks arising in the workplace may be financial, safety, site, task or person specific.</p> <p>Participate in the consultative processes provided by the organisation.</p>	<p>Risk, hazards and incidents are reported in a timely manner using the correct channels of communication.</p> <p>Ensure that work practices are conducted in line with Council's WHS and Risk management policies, practices and relevant legislation.</p>
<p><b>Fraud and Corruption</b></p> <ul style="list-style-type: none"><li>□ Ensure Council's Fraud &amp; Corruption policy, program and the application of sound fraud &amp; corruption management practices within the workplace and community are observed and complied with at all times</li><li>□ Maintain awareness and keep updated with relevant training around fraud and corruption to ensure all staff meet the obligations of their role and fulfil their responsibilities in relation to fraud and corruption.</li><li>□ Participate in Fraud &amp; Corruption training provided by the organisation.</li></ul>	<p>Potential breaches and incidents are reported in a timely manner using the correct channels of communication.</p> <p>Work practices are conducted in line with Council's Fraud &amp; Corruption policy.</p>
<p><b>Record Keeping</b></p> <p>Understanding records management obligations and responsibilities.</p> <p>Making and keeping accurate and complete records of business activities and decision making.</p> <p>Creating records proactively including those resulting from telephone conversations, verbal decisions, meetings, emails and letters.</p>	<p>Ensuring the quality and accuracy of the data used or entered on Council databases and systems.</p>

**ACCOUNTABILITY & EXTENT OF AUTHORITY**

- Contribute to the efficient and effective output of the team by providing recruitment support.
- Be responsible for timely, accurate and efficient production of tasks within ELMO.
- Be accountable for the confidentiality of all information within the control of the position in accordance with Council practice and relevant legislation.
- Work in line with the guidelines of the position.

**JUDGEMENT AND DECISION MAKING**

- Work objectives are well defined and guidance and support is always available in the time required to decide or act.
- The nature of the work encompasses existing methods, procedures and processes.
- Ability to promptly deal with all enquiries in relation to recruitment.

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### SPECIALIST SKILLS AND KNOWLEDGE

- Understanding of Council's Enterprise Agreement and HR policies and procedures, specifically in relation to recruitment.
- Administrative and customer service skills with demonstrated high competency and knowledge in the use of computers and computer software – ELMO.
- Broad knowledge of the People & Culture services, specifically in relation to HR and recruitment.

### MANAGEMENT SKILLS

- Strong organisational skills.
- Ability to assess the urgency and needs of competing requests and prioritise own workload accordingly.
- Co-ordinate own work with others to achieve outcomes in a way that satisfies the timing and quality needs of all parties.

### INTERPERSONAL SKILLS

- Established communication skills to allow clear and effective communication with individuals from varied backgrounds with the ability to address their concerns in a professional and courteous manner.
- The ability to gain the cooperation of staff when undertaking ELMO recruitment related tasks.
- Well-developed written skills in responding to enquiries, preparation of internal and external correspondence including letters of contract.
- Ability to communicate and work effectively as part of a highly engaged, high performing team.

### EQUAL OPPORTUNITY STATEMENT

Surf Coast Shire Council is an equal opportunity employer. We ensure fair, equitable and non-discriminatory consideration is given to all applicants, regardless of age, sex, disability, marital status, pregnancy, sexual orientation, race, religious beliefs or other irrelevant factor. We recognise our proactive duty to ensure compliance with equal opportunity and other workplace-related legislation, and to eliminate all forms of discrimination.

### CHILD SAFE STANDARDS

Surf Coast Shire Council is committed to creating a child safe and child friendly environment where children and young people are respected, valued and encouraged to reach their full potential.

Surf Coast Shire Council's policies and procedures support the implementation of requirements under the Child Wellbeing and Safety Act 2005. Council will ensure that the Child Safe Standards are understood and embedded across Council services and programs.

All positions within Council are required to have a current Working with Children Check (WWCC) as stated in Council policy. All prospective employees cannot commence work with Council until they have a valid WWCC.

All prospective employees will be required to undertake a national and/or international criminal history check before commencing employment with Council. This check will be conducted and paid for by Council.

### KEY SELECTION CRITERIA

#### MANDATORY QUALIFICATIONS AND EXPERIENCE

- Experience in a recruitment role, providing administrative support for end to end recruitment processes.
- Familiarity with Fair Work Act, anti-discrimination laws, and other relevant legislation to ensure compliance throughout the recruitment process.
- The ability to handle large volumes of recruitment and work effectively in a team environment to achieve the common goals of the department.
- Experience in dealing with multiple stakeholders throughout a recruitment process.
- Experience in providing guidance to hiring managers throughout a recruitment process.
- Ability to effectively communicate with candidates and stakeholders, build relationships, and represent the organisation positively.

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- Understanding and strong background of working within a confidential environment.
- A current Working with Children Check.
- Police Check results that are suitable for this position (will be arranged by Surf Coast Shire Council). A complete international criminal history check is required if the person has worked or lived overseas for any period of time OR a complete national criminal history check is required if the person has only ever worked in Australia.

**DESIRABLE QUALIFICATIONS AND EXPERIENCE**

- Experience gained within a recruitment or talent acquisition team.
- Ability to analyze recruitment data, measure effectiveness of strategies, and make informed decisions to improve recruitment outcomes and efficiencies.
- Skills in promoting the company as an employer of choice and developing strategies to attract top talent through various channels and media.
- Ability to use LinkedIn recruiter, SEEK, Indeed and ATS (eg., ELMO) recruitment tools.