

POSITION DESCRIPTION

Position Title	Recruitment Specialist	Position Number	New
Service Area	People and Culture		
Remuneration	Common Law Contract (Level 5)	Position FTE	1.0 (38 hours per week)
Reporting to	General Manager People and Culture		
Supervision of	No direct supervisory responsibilities		
			Created September 2023

Our Vision, Mission and Values

Our Vision

A community where everyone has a safe and secure place to call home.

Our Mission

To provide opportunities, pathways and care to vulnerable people who find themselves without a home.

Our Values

St Bart's aims to foster a culture that embraces our values and which reflects what we believe will deliver the best outcomes for our clients and services delivered.

The St Bart's Values form the basis of all employee behaviour. All employees of St Bart's are expected to demonstrate the Values when carrying out the duties of this position.

Empowerment

We create a community where everyone believes they have the ability to make a difference.

Innovation

We foster an environment where creativity thrives.

Commitment

We have the courage and determination to make it happen.

Collaboration

We work together to achieve shared goals.

Social Justice

We believe everyone has a right to equitable treatment, dignity and compassion.

Position Overview

The Recruitment Specialist partners with leaders across the organisation to deliver efficient and effective end-to-end recruitment and assists in the delivery of strategic human resources plans. You will establish a strong candidate experience providing exceptional end to end management of the recruitment process from sourcing through to onboarding for all vacancies.

**We're by
your side.**



Key Responsibilities

- End to end recruitment activities for the organisation including structure analysis, advertising of vacancies, screening of resumes, scheduling and conducting interviews and all other recruitment related functions as required.
- Undertake talent acquisition through a variety of methods including advertising, sourcing, social media searching, ie. LinkedIn, networking and employee referrals.
- Supporting the People and Culture and Executive team in creating and executing strategic initiatives to create awareness of the employer brand, using social media and other avenues depending on the level of the vacancy.
- Ensure all organisational roles have up to date and current job descriptions, roles have been formally evaluated and position complement is maintained within approved budget.
- Deliver informal training and coaching to hiring managers relating to candidate attraction strategies, selection methods and techniques.
- Contribute to the review of recruitment policies, procedures and processes to ensure they remain fit for purpose and are legislatively compliant, contemporary and cost effective.
- Identify opportunities for process improvements, suggesting and implementing changes to enhance efficiency and effectiveness.
- Assist in the development of a workforce plan / human resource strategy, policies and procedures.
- Work as part of the People and Culture team to develop and implement an Employee Value Proposition and other human resource strategic deliverables including promoting diversity and inclusion.
- Other human resources generalist duties and accountabilities as operationally required and directed.

Additional Objectives for all St Bart's employees

- Ensure personal health and safety at work and that of others complying with all Work Health and Safety requirements and as directed by St Bart's.
- Participate in the St Bart's Immunisation Program in line with specific position requirements, including any applicable pre-employment and/or ongoing immunisation as determined by St Bart's.
- Understand, comply with, and adhere to the St Bart's Code of Conduct, all other policies, procedures and work practices, and complete all necessary OneVault (learning system) requirements within set timeframes.
- Participate in, and contribute to, all St Bart's Quality Improvement and Risk Management programs, to encourage and promote organisational performance and deliver better consumer outcomes.
- Participate in and provide support in all accreditation, compliance and national standards

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activities as required.

- Participate in essential and/or mandatory training annually as required and directed.
- Have collaborative working relationships with the team and internal customers, and actively contribute to all team meetings and effectiveness of the team function.
- Perform other duties as directed.

Selection Criteria	
Education	
Tertiary qualification in Human Resources and/or equivalent experience	Essential
Experience	
Considerable (minimum 2 years) demonstrated experience in end-to-end recruitment and employment-related administrative tasks, preferably in a not for profit or Health & Social Care sector.	Essential
Experience using an recruitment platforms (ie. Seek, EthicalJobs etc) and/or Human Resource Information System (HRIS) (ie. foundU)	Essential
Experience in using an applicant tracking system for recruitment	Essential
Knowledge, Skills and Abilities	
High level knowledge and understanding of best practice in recruitment and talent management	Essential
Sound understanding of procedural fairness and the practical application	Essential
Detail-oriented with the ability to manage multiple tasks and priorities	Essential
Excellent interpersonal skills and stakeholder management skills with demonstrated experience in providing high quality services while adhering to regulations	Essential
Ability to develop highly effective working relationships, build rapport and partner with employees across all levels of the organisation, including senior management, to effectively coach, negotiate and influence where required	Essential
High level of integrity and confidentiality	Essential
Knowledge of the not for profit, health, social services and care sector	Desirable
Other	
A current satisfactory National Police Clearance obtained within the last three months	Essential
A current WA "C" Class Drivers Licence	Desirable

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Declaration

I accept the responsibilities as outlined in this position description and understand that these may be updated from time to time in accordance with operational and organisational requirements. I commit to role modelling St Bart's values and commit to the Code of Conduct while undertaking my duties.

Employee

Name

Signature

Date
