



Position Description

Recruitment Coordinator

Wesley Human Resources Operations

September 2018

Agreement

Signed – Manager

Signed – Employee

Date

Date





Recruitment Coordinator

Wesley Human Resources Operations

1. Overview of Wesley Mission

Wesley Community Services Limited, a company limited by guarantee pursuant to the Corporations Act 2001, is a Public Benevolent Institution operating as Wesley Mission to deliver services and programs to provide direct relief of poverty, sickness, suffering, distress, adversity, disability, destitution, and helplessness in New South Wales and other parts of Australia as inspired by the work of Jesus Christ in word and deed. Our vision is to:

“Do all the good you can, by all the means you can, in all the ways you can, in all the places you can, at all the times you can, to all the people you can, as long as ever you can”.

Out of Christian love and compassion we are driven by Christlike servant hood, unfailing integrity and courageous commitment.

The organisational plan is based on four key result areas, namely:

- our clients
- our people
- our operations
- our financials

Our position descriptions and performance plans are aligned with these four key result areas.

2. Overview of Wesley Human Resources Operations

Wesley Mission is a Christian church organisation committed to a Word and deed ministry. Wesley Human Resources Operations works in partnership with our service delivery teams on a wide range of strategic and operational activities to achieve organisational goals.

3. Overview of role

As a member of the Wesley Human Resources Operations team, the purpose of the role is to provide a range of recruitment and selection support activities, including improvements to systems and processes, to the Wesley Home & Residential Care and Wesley Dalmar Child & Family portfolios.

Whilst the role will be part of the HR Operations team, most operational responsibilities will be conducted with managers within these portfolios.

4. Relationships

Reports to: Human Resources Operations Manager

Works with: HR Operations team and wider HR group, including Payroll;



operational and executive management within the assigned service delivery portfolios.

Key Stakeholders: External recruitment agencies, brokerage organisations, universities and colleges.

5. Major role responsibilities

5.1 Our clients (those we serve outside the organisation)

- Be a strong ambassador for the Wesley Human Resources team
- Ensure the reputation and integrity of Wesley Mission is maintained at all times
- Communicate with all stakeholders effectively in order to deliver effective service and obtain vital information for HR operational purposes.

5.1.1 Performance Measures

- Achievement of the Wesley Human Resources Business Plan outcomes
- Demonstrated capacity to network and engage with stakeholders, as measured by stakeholder feedback
- Good rapport with all key stakeholders demonstrated by benefit to both/all parties.

5.2 Our people

- Coordinate the preparation of position descriptions
- Prepare job advertisement proformas/templates for the hiring manager
- Review and process necessary approval to recruit forms
- Prepare and distribute candidate application packs
- Prepare job advertisements using an appropriate mix of media
- Provide acknowledgement to candidates through the recruitment process
- Screen candidates according to selection criteria and inform candidates accordingly
- In conjunction with hiring managers, convene selection panels for interviewing
- Participate in selection panels for assigned roles
- Prepare and track shortlisting requirements of candidates
- Facilitate the completion of relevant pre-employment checks for of candidates
- Facilitate the completion of reference checks for candidates and conduct reference checks for assigned roles
- Prepare letters of offer and associated new starter paperwork
- liaise with hiring managers and candidates on start dates and procedures
- Support hiring managers by providing induction checklists and guides
- Attend career expos and universities/colleges to promote Wesley Mission
- On a quarterly basis, document progress using the Employee Contribution and Development template and meet with your manager to discuss
- Regularly report to your manager on team issues such as resourcing needs, performance, training/development, leave plans, work, health & safety issues and other relevant matters.

5.2.1 Performance Measures

- Efficient and timely onboarding of candidates
- Number of vacancies open
- Reduction in the use of casual and brokerage staff



- Feedback from hiring managers
- Effective communication and rapport with the manager and team members
- Contribution to and attendance at all departmental meetings and events.

5.3 Our operations

- Provide advice to employees and managers/supervisors, regarding HR recruitment and selection processes
- Assist in the delivery of training sessions on recruitment and selection
- Assist the HR Operations Manager, to develop and implement Wesley Mission policies and procedures
- Assist the HR Operations team by reviewing and improving onboarding systems and processes
- Ensure confidentiality in all Human Resources matters

5.3.1 Performance Measures

- Achievement of business plan outcomes
- Demonstrated rapport with colleagues, key stakeholders, managers and employees within allocated service delivery group observed by positive stakeholder feedback
- Provision of accurate recruitment and selection advice to relevant stakeholders resulting in their increased understanding and knowledge allowing them to better manage their business
- Relevant HR policies and procedures updated and communicated to relevant stakeholders
- Organisational compliance with all pre-employment criminal record checks demonstrated by successful audit outcomes
- Accurate information maintained in organisational wide systems, Oracle PeopleSoft HR and HR Operations systems.

5.4 Our financials

- Work within assigned budgets and seek opportunities to minimise expense wherever possible.

5.4.1 Performance Measures

- Achievement of relevant Wesley Human Resources business plan outcomes
- Recruitment and selection activities are managed within agreed targets and budgets.

6. Professional responsibilities

- As an employee, be responsible under the Work Health & Safety Act for the health and safety of all persons they come into contact with, during employment. All hazards and injuries must be reported through the normal process as set out in Wesley Mission's Work Health, Safety and Rehabilitation Quality Management System and site procedures
- In relation to Wesley Mission and the Uniting Church in Australia, attend such functions, meetings, seminars, training courses as directed by your supervisor
- In relation to Wesley Mission attend worship services as encouraged by your supervisor



- Take responsibility for personal career development and training
- Participate in Wesley Mission's Orientation program, so as to gain an understanding of, and promote, the application of the EEO, Affirmative Action, Privacy Act, Work Health & Safety Act and other relevant legislation
- Administer Wesley Mission's philosophy of care and other relevant policy documents as appropriate
- Demonstrate responsible stewardship of all resources, and willingness to report impropriety in keeping with the values of Wesley Mission
- Ensure the reputation and integrity of Wesley Mission is maintained at all times
- Maintain confidentiality.

7. Selection criteria

To be successful in this position, candidates must possess the following:

Demonstrated behaviours

- Willingness to affirm Wesley Mission's vision, mission and values and enthusiastically advocate our Word and deed ministry
- Demonstrated ability to work unsupervised with a positive can-do attitude
- Relates well to a range of people with sound listening and problem solving skills
- Confident professional with strong initiative
- Displays emotional maturity and resilience
- Self-motivated, diligent and attention to detail
- Personable manner and an effective team player

Essential skills/knowledge

- Tertiary qualifications in business, HR or a related discipline
- Working knowledge of recruitment and selection systems and processes
- Experience in a similar role within a diverse organisation
- Excellent communication, facilitation, and interpersonal skills
- Intermediate Microsoft Office skills including Word, Excel and PowerPoint
- Experience with databases and online systems
- Good written and interpersonal communication skills including a capacity to manage relationships with internal and external stakeholders
- Excellent time management skills including the ability to balance competing priorities and meet strict deadlines with excellent attention to detail
- Ability to exercise discretion/confidentiality when handling sensitive information
- Current NSW driver licence

Desirable skills/knowledge

- Experience working in a not for profit / for purpose organisation
- Working knowledge of Oracle PeopleSoft HR
- Certificate IV in Training & Assessment and/or experience in facilitating HR Training