

## AVI – Position Description

<b>POSITION TITLE:</b>  Recruitment Coordinator  Maximum-term contract Full time to Until 30 <sup>th</sup> June 2022	<b>CLASSIFICATION:</b>  AVI Band 3  <ul style="list-style-type: none"><li>Salary range is \$70-79k incl. Superannuation.</li><li>Access to salary sacrifice benefits</li></ul>	<b>PROGRAM:</b>  Australian Volunteers program	<b>DATE:</b>  August 2019
<b>LOCATION:</b>  Melbourne	<b>REPORTS TO:</b>  Recruitment Manager	<b>ROLES REPORTING TO THIS ONE:</b>  N/A	
<b>KEY OBJECTIVE:</b>  Effectively recruit and select suitable volunteer applicants in conjunction with the In-Country Recruitment Officers to overseas placements and assignments based on their skills and expertise. Additionally perform a host of recruitment activities that promote the Australian Volunteers program and encourage potential candidates to apply.			
<b>SELECTION CRITERIA:</b> <b>Knowledge &amp; Experience</b> <ul style="list-style-type: none"><li>Relevant tertiary qualifications in HR or similar and/or equivalent experience in recruitment (desirable if experience is in recruiting volunteers or an international development context)</li><li>Knowledge and experience in the implementation of a range of recruitment strategies and processes</li><li>Working with recruitment database (Salesforce-based) and handling volume recruitment</li><li>Experience implementing recruitment campaigns – both through traditional methods (such as outreach events), as well as using digital marketing streams</li><li>Demonstrated expertise or knowledge in recruiting candidates in at least two specialist occupational sectors - Law, Media / Communications, Community Development, Social Development, Human Resource Management, Health, Education, Engineering, skilled trades, Finance, Management</li><li>Demonstrated understanding of the issues related to cross-cultural placements, preferably achieved through living and/or working in such an environment</li><li>Sound knowledge of, and commitment to the underpinning values, goals and objectives of the Australian Volunteers program</li><li>Understanding of and commitment to EEO, child protection and privacy principles</li></ul> <b>Skills &amp; Attributes</b> <ul style="list-style-type: none"><li>Demonstrated capability across the end to end recruitment and selection process, in particular behavioural and competency based interviewing techniques.</li><li>Demonstrated success in candidate selection through documented evidence-based selection decision making</li><li>Savvy with utilising different recruitment marketing methods (i.e. traditional and digital) and recruitment activities in order to build brand awareness about volunteering opportunities and AVPSS program</li><li>Strong time management skills and working with large volume recruitment and a large client/candidate base</li><li>Well-developed client relationship building skills, networking skills, and interpersonal skills with the ability to liaise effectively with a range of people</li><li>Well-developed problem solving skills, and oral and written communication skills</li><li>Well-developed computer application skills, including word processing, spreadsheet, email, database entry, and the internet</li><li>Experience with Salesforce is desirable</li></ul>			

KEY RESULT AREA	KEY ACTIVITIES
Recruitment and Selection	<ul style="list-style-type: none"> <li>• Consult with the in-country recruitment officers regarding assessed and interviewed candidates for in-country assignment roles using informed decision making and professional judgement.</li> <li>• Case manage the candidate selection and clearance process, including advertising, screening, short listing, interviewing, reference checking, and ensuring completion of compliance activities required for mobilisation (including but not limited to psychometric testing, police checks, qualifications checks).</li> <li>• Respond to enquiries regarding volunteering opportunities, recruitment process, and the Australian Volunteers program with potential candidates.</li> <li>• Achieve prescribed monthly recruitment targets as advised by the Recruitment Manager.</li> </ul>
Promotions and Networking	<ul style="list-style-type: none"> <li>• Conduct research on appropriate industry demographics, characteristics, contacts, events and publications</li> <li>• In conjunction with the Public Diplomacy team, recommend, organise and implement appropriate promotional activities for specific positions or campaigns, with a specific occupational focus as appropriate, e.g. supporting the writing and placing of articles in relevant publications, presenting to industry groups and events, organising links with relevant bodies, and digital marketing strategies</li> <li>• Develop and maintain relationships with key stakeholders such as DFAT, internal and external contacts to the Australian Volunteers program, prospective, current and returned volunteers.</li> </ul>
Administration and Reporting	<ul style="list-style-type: none"> <li>• Accountable for all recruitment related administration, including data-entry into the recruitment database, correspondence, filing, invoicing, scheduling, and reporting</li> <li>• Maintain accurate, appropriate and timely documentation for all applicants.</li> <li>• Maintain routine correspondence with applicants</li> <li>• Provide regular reports for the Recruitment Manager and Program staff regarding caseload management and fill rates</li> <li>• Assist with the collation and regular feedback to other sections of AVI regarding internal recruitment process, and applicant and position trends/ implications, with a specific occupational focus as appropriate</li> </ul>
Cross- functional Liaison	<ul style="list-style-type: none"> <li>• Maintain collaborative working relationships with appropriate Country staff and Onboarding staff to ensure efficient and effective placement of volunteers</li> <li>• Maintain an up to date knowledge of current country strategies to assist with discussions with candidates, as well as liaising with in-country staff regarding position listings and issues</li> <li>• Maintain collaborative working relationships with the Public Diplomacy staff to ensure appropriate advertising and promotion to support recruitment objectives.</li> <li>• Maintain collaborative working relationships with Learning &amp; Development staff to ensure appropriate pre-departure briefings for all selected applicants</li> <li>• Contribute to the design and implementation of an effective talent pool strategy</li> </ul>

Process Planning, Implementation & Innovation	<ul style="list-style-type: none"> <li>• Participate effectively and collaboratively in team planning activities that contribute to the overall objectives of the Volunteer Services unit and the Australian Volunteers program</li> <li>• Contribute effectively and with specialist knowledge to all planning requirements around relevant occupational categories</li> <li>• Contribute to operational planning and continuous quality improvement of practices and processes for recruitment</li> </ul>
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**Any other information relevant to this particular position**

- Some interstate and international travel will be required
- Some work beyond standard hours may be required
- An offer of employment to this role may be subject to a satisfactory criminal record check – this may include obtaining appropriate international police clearances if you have lived in a country/countries outside of Australia for a period of more than 12 months in the last five (5) years
- Continued employment may be subject to additional security checks from time-to-time