
Position Title:	Coordinator - Recruitment Operations
Location:	Carlton
Reports to:	Manager – Recruitment Operations
Direct Reports:	None
Classification:	Level 2-3
Employment type:	Contract, six months part-time (days and hours negotiable).
Last update:	December 2020

RedR Australia

RedR Australia is a leading international humanitarian response agency that selects, trains and deploys technical specialists globally. RedR Australia provide skilled people and training to help communities prepare, respond and recover from crises and conflict. RedR Australia maintains a roster of more than 750 technical experts across a range of skill profiles including disaster risk reduction, emergency preparedness, and recovery and stabilisation activities in times of need. RedR Australia manages **Australia Assists**, the Australian Government’s humanitarian civilian deployment program, deploying technical specialists to help partners prepare for, respond to and recover from natural disasters and conflict globally.

Position Summary

Reporting to the Manager - Recruitment Operations, the Coordinator will provide critical administrative support to the roster recruitment function to ensure the seamless delivery of the day to day activities that comprise the recruitment lifecycle starting at the initial enquiry stage through to the candidate’s acceptance onto the roster. The role will work closely with other members of the Operations Department, including deployment operations in Melbourne and regional staff in Suva, Fiji and Amman, Jordan. This position will play a key role in maintaining high standards of customer service and administrative efficiency as RedR transitions from a largely manual recruitment function to a new fit-for-purpose human resource information management system throughout 2021.

Key Responsibilities

Talent acquisition, training and roster recruitment

- Respond to candidate enquiries regarding joining the roster.
- Confirm receipt and triage of roster enquiries and applications.
- Set up times for initial screening interviews and arrange technical interview panels.
- Administration of Reference Check process.

Role request and selection

- Confirm acceptance of role requests and upload new roles to Salesforce; ensure daily email to roster goes out with relevant jobs.
- Manage the roster and deployment inboxes.

Pre-and post-deployment

- Coordinate pre- and post-deployment briefings in coordination with Humanitarian Resourcing Coordinators.

Change management

- Contribute to Project Pivot, RedR’s flagship organisational development initiative by participating in meetings, contributing ideas and keeping the current system operational until the transition is complete.

International Deployments function

- Provide secretariat support to the weekly Operations team meeting; drafting of agenda and compiling, distribution of minutes and follow up on action items.
- Contribute to continuous process improvement to enhance program efficiency, delivery and performance.

- Ensure that all RedR policies are observed in all aspects of work. Contribute to strategic planning process, business process improvements and an ongoing process of organisational change.
- Ensure that any risks (program, operational, political, and reputational) to the implementation of the Australia Assists program are immediately escalated to the Australia Assists program Coordinator.

Qualification, Knowledge, Experience and Essential Requirements

Qualifications
Qualifications in human resources, administration or any other relevant field.
Position Requirements
<p>Essential:</p> <ul style="list-style-type: none"> • Advanced knowledge of MS Office, databases and ideally human resource platforms, and a capacity and interest in learning new technical systems as needed; • Demonstrated experience in the support of a volume recruitment function across multiple settings, for example agency, consultancy, internal, temp, contract labour environment; • Ability to operate autonomously, managing competing priorities in a time sensitive environment; • Strong sense of accountability with a proactive, pragmatic and creative solutions focussed mindset; • High quality written and verbal communication/presentation skills with demonstrable negotiating and influencing skills; • A right to work in Australia. <p>Desired:</p> <ul style="list-style-type: none"> • Exposure to the international development and/or humanitarian sector. • Experience working in a professional services environment. • Self-starting and mature attitude geared toward finding and executing outstanding tasks.

Verification

This section verifies that the position holder and supervisor have read the above position description and are satisfied that it accurately describes the position. This position description may be modified from time to time to reflect organisational changes. Any changes will be discussed and agreed with the position holder/incumbent.

Position Holder: Name _____

Signature _____ Date / /

Supervisor: Name _____

Signature _____ Date / /