



## Position description

Title of the role:	Recruitment Advisor
Classification:	Non-Award Contract, \$75000 per annum
Program Area:	People & Culture
Reports to:	Manager, Recruitment Services
Last Revised:	January 2023

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### About Wellways

Wellways Australia is a leading not-for-profit organisation dedicated to ensuring all Australians lead active and fulfilling lives in their community. We work with individuals, families and the community to help them imagine and achieve better lives. We advocate for change to make sure people can access the best possible care and information when they need it. We provide a wide range of services and assistance for people of all ages with mental health issues, disabilities, and those requiring community care.

Wellways is an equal opportunity employer that offers generous salary packaging and opportunities to undertake professional training and development. People with lived experience, Aboriginal and Torres Strait Islander people, and people from culturally and linguistically diverse backgrounds bring highly valued skills to our workforce.

### Our Values

#### Honesty:

- We are open and sincere in all interaction
- We show care and consideration to all our stakeholders
- We take responsibility for our actions

#### Acceptance

- We champion and respect all voices and choices
- We accept people no matter how complex their needs
- We see the person, the family and the community

#### Fairness:

- We believe everyone has the right to equal opportunities
- We challenge social injustice and advocate for change
- We collaborate to solve problems

#### Commitment:

- We are committed to our work and we won't give up
- We have the courage to make decisions and are accountable for our actions
- We dare to go down new roads and challenge accepted wisdom

## Participation:

We promote participation and transform lives and communities

We value the expertise and contribution of everyone we work with

We build knowledge and lead conversations

## Our Approach to service delivery

Our services are guided by our values and informed by our Well Together Model. This approach means we work at 3 levels, with the individual, with their families and friends and with the community. Well Together recognises that developing skills, building confidence and strengthening relationships will help people to build their wellbeing and recover and to live independently. The model provides an evidence-based approach to create individually tailored, effective support packages. Wellways assists individuals to develop the capacity to manage their own wellbeing, equip family and friends with information and skills, and engage community members in support networks.



## Advocacy Services

We have a strong advocacy program, informed by the lived experience of people with mental health issues or disability, their families and friends. Members of Wellways play a vital role in developing our advocacy platform. We advocate for systemic change that will create better conditions and improved opportunities across the range of services and supports we offer, including people and their families living with mental health and / or disabilities, and carers.

All our recovery services and advocacy programs:

- Support and create opportunities for recovery
- Value cultural diversity
- Value peer participation and leadership (participant and carer)
- Are underpinned by evidence-based best practice



## Position Summary

The Recruitment Advisor will work collaboratively with regional and hiring managers and People and Culture Business Partners across Wellways, focusing on recruiting and building talent acquisition strategies, processes and capabilities for the organisation.

The Recruitment Advisor is responsible for supporting the workforce plan for Wellways by leading resourcing and recruitment activities to ensure recruitment needs are met consistently and successfully. This opportunity allows the successful applicant to showcase their drive, passion and effective recruitment planning skills.

The position reports to the Manager, Recruitment Services and works collaboratively across the People and Culture service.

Refer to Attachment 1 for a reference to the overall Wellways organisation structure and for the relationship lines in context of the role.

## Responsibilities

Key Functions	Key Performance Indicators
<b>End-to-end Recruitment Practices</b>	<ul style="list-style-type: none"><li>• Manage recruitment processes including but not limited to:<ul style="list-style-type: none"><li>○ take job briefs</li><li>○ create and compile a talent attraction strategy (i.e. advertising campaign, application management, short listing, preparation of interview guides)</li><li>○ ensure excellent candidate management</li><li>○ coordinate on-boarding</li><li>○ Process compliance checks</li></ul></li><li>• Contribute to developing and strengthening contemporary recruitment practices and processes across Wellways</li></ul>
<b>Develop strong and effective relationships</b>	<ul style="list-style-type: none"><li>• Work closely and build effective relationships with hiring managers to ensure recruitment needs are identified and effectively managed</li><li>• Build effective relationships with other internal and external partners</li><li>• Deliver excellent customer service experience and foster strong internal stakeholder and candidate relationships</li></ul>
<b>Talent Acquisition</b>	<ul style="list-style-type: none"><li>• Provide expertise and best practice recruitment solutions to attract the best talent.</li><li>• Proven success in developing and delivering various resourcing strategies, talent attraction, talent mapping and proactive sourcing within a fast-paced environment</li></ul>

<b>Organisation and time management</b>	<ul style="list-style-type: none"> <li>• Strong interpersonal, verbal and written communication skills</li> <li>• Able to effectively engage and influence stakeholders to ensure strong talent acquisition outcomes</li> <li>• Excellent administration, organisational and time management skills essential.</li> </ul>
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Essential Requirements, Knowledge, Experience and Skills

<b>Qualifications &amp; Essential Requirements</b>	<ul style="list-style-type: none"> <li>• Experience with end-to-end, high volume recruitment</li> <li>• Demonstrated values and belief in Wellways’ values and vision, including community inclusion</li> <li>• Satisfactory Police Records Check</li> <li>• Working with Children Check</li> <li>• Right to work within Australia</li> <li>• NDIS Worker Orientation Module</li> <li>• NDIS Workers Screening Check</li> <li>• COVID 19 Vaccination with booster or valid medical exemption</li> </ul>
<b>Technical Knowledge and Experience</b>	<p>Required:</p> <ul style="list-style-type: none"> <li>• Strong problem-solving skills the ability to identify practical talent acquisition issues</li> <li>• Developed relationship building skills and able to work with a range of stakeholders, coaching and influencing skills with the ability to deal with people on complex and sensitive issues.</li> <li>• Continuous improvement strategies</li> <li>• Excellent written and verbal communication skills</li> <li>• Strong computer literacy, including MS Word, Excel and databases</li> </ul> <p>Desirable:</p> <ul style="list-style-type: none"> <li>• Prior experience working within the Community, Health, Local Government or Education Sectors</li> <li>• Relevant qualification (Human Resource Management or similar) or commensurate experience</li> </ul>

### Additional Information

This position description may be modified from time to time to reflect organisational changes. Any changes will be discussed with the incumbent.

Financial Delegation: As per delegation schedule

People – Number of Directs: 0

### Attachment 1

