

POSITION DESCRIPTION

Position Title:	People and Culture Advisor (Recruitment)	Reports to:	People and Culture Coordinator
Department:	People Performance and Safety	Directorate:	Executive Services
Stream:	Stream A	Pay Level:	Level 2 - 3 (Division 2 - Section 1) 12% superannuation & 17.5% leave loading
Award:	Queensland Local Government Industry Award – State 2017	Agreement:	The Southern Downs Regional Council Certified Agreement, as amended

1.1 THE DEPARTMENT

The People Performance and Safety Department plays an integral role in delivering on the outcomes of Council's 2021-2026 Corporate Plan and related strategies. The department delivers corporate goals with respect to safety and wellbeing, human resources including recruitment, selection and employee relations, workforce and organisational development including training and development, and Council's long-term goals of increased retention and engagement.

Reporting directly to the Chief Executive Officer, the department is an integral part to the Executive Services Directorate.

1.2 VALUES

Southern Downs Regional Council recognises our people as our strength, and our five values guide how we work with each other, our actions, our decision making and how we serve our community. Our values bring us all together and contribute to our employees having a meaningful and rewarding career, with opportunities to grow and thrive.



Act with Integrity | One Region, One Team | Lead by Example | Service Excellence | Our People, Our Strength

1.3 THE OPPORTUNITY AND JOB ROLE

The key function of the role of the People and Culture Advisor (Recruitment) is to provide high-quality recruitment services to Council.

1.4 KEY RESPONSIBILITIES AND DELIVERABLES

The key responsibilities may be modified from time to time to ensure the expected outcomes support the Council's operational and corporate plans. All duties are to be conducted in an efficient, timely, professional and safe manner.

Reporting directly to the People and Culture Coordinator, the key responsibilities and deliverables for this role include:

- Undertake the full recruitment life cycle, including advertising of positions, coordinating the shortlisting of candidates scheduling interviews, coordinating recommendations and appointments of candidates as well as finalising and coordinating onboarding documentation/requirements in accordance with Council's policies and procedures.
- Manage accurate recruitment records within Council's record keeping systems.
- Coordinate pre-employment checks including right to work, criminal history and other compliance requirements.
- Maintain Council's structures, recruitment templates, position descriptions, and other forms as required.
- Provide timely and professional communication throughout the recruitment and selection process to internal and external stakeholders.
- Support hiring managers with recruitment and selection policy advice, technical support and documentation.
- Prepare basic recruitment reporting and data as required.
- Maintain records consistent with Council requirements and the Privacy Principles.
- Provide a high-quality, positive customer service to the Department, internal and external clients. via
- Maintaining details of the Department's shared inbox.

Other duties as directed by the supervisor.

1.5 SELECTION CRITERIA

ESSENTIAL CRITERIA

1. Highly developed verbal, written and interpersonal skills including the ability to build effective working relationships with employees at all levels across the organisation.
2. Demonstrated experience to adhere to dedicated processes and policies thereby delivering best practice recruitment and selection outcomes.
3. Demonstrated office administration and computer experience.
4. The ability to prioritise tasks against tight deadlines.
5. Demonstrated ability to operate effectively within a team environment.
6. Proven ability to work unsupervised and maintain confidentiality.

DESIRABLE CRITERIA

1. Certificate III in Business Administration or Human Resources.

1.6 TRAINING

- On the job training will be provided to ensure that the position holder maintains a satisfactory knowledge and skill base.
- The position holder will be encouraged to attend workshops and seminars relevant to the position so as to ensure ongoing professional development.

1.7 WORK HEALTH AND SAFETY RESPONSIBILITIES

- Comply with the Work Health and Safety Act, Regulations, Codes of Practice and Council's Work Health and Safety Policies and Procedures.
- Comply with instructions given by the relevant manager and/or supervisor in respect of the health and safety of themselves and the health and safety of other persons.

1.8 ORGANISATIONAL RESPONSIBILITIES

- Comply with all the requirements of Council policies and procedures as amended from time to time.
- Ensure complete and accurate records are captured, created and maintained.
- Deliver high-quality customer service within the organisation and to the public.
- Ensure the security and appropriate intended use of Council information at all times.

1.9 REQUIRED LICENCES AND QUALIFICATIONS

- A Class C (car) licence or greater is required in this role.

1.10 DESIRABLE LICENCES AND QUALIFICATIONS

- A certificate in an Administration or Human Resources field would be highly regarded.

1.11 OTHER POSITION REQUIREMENTS

PROBATION PERIOD

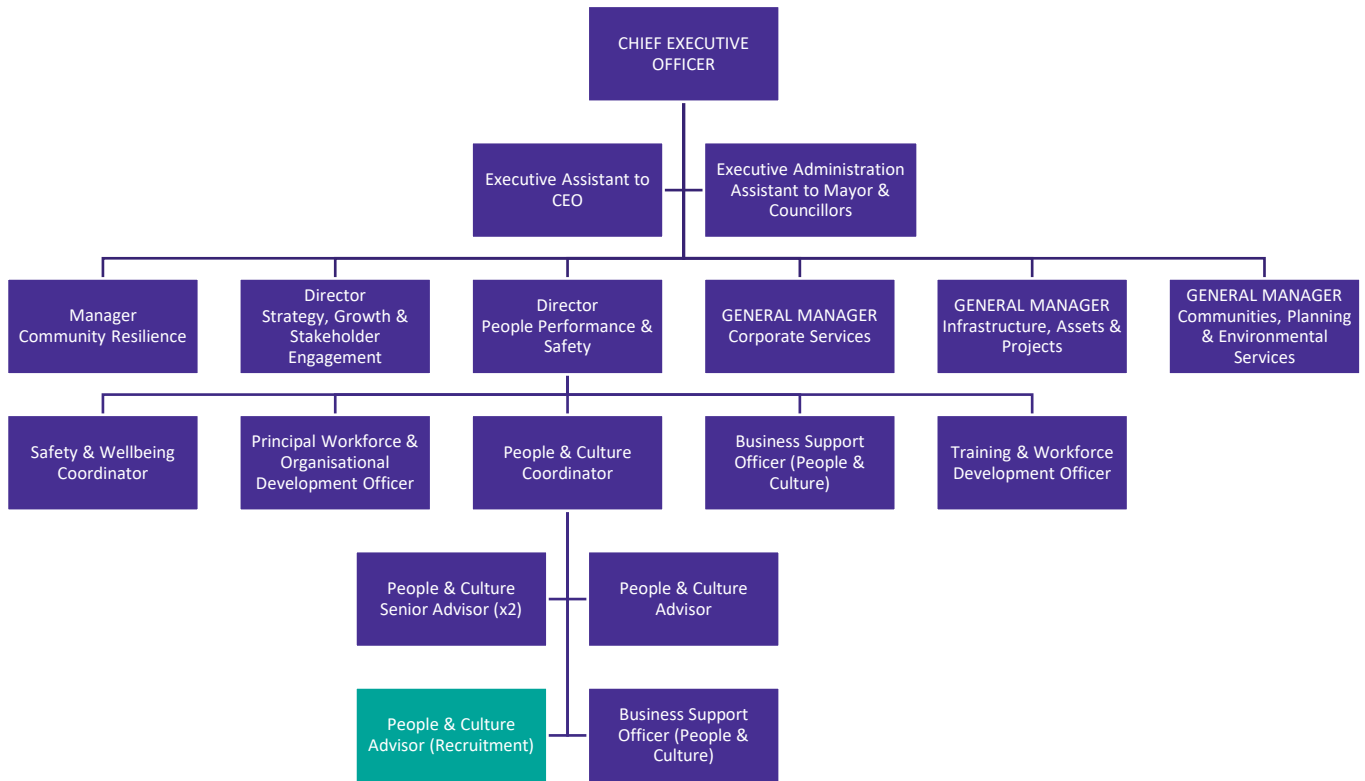
- This role is subject to a three (3) month Probation period to a maximum of six (6) months, during which time the employee will be assessed for suitability as part of ongoing development in the role.

PRE EMPLOYMENT CHECKS

- Prior to employment external candidates **will** be subject to the following checks in most instances:
 - National Criminal History Check (mandatory)
 - Pathology Drug and Alcohol screening (mandatory)
 - Reference Checks (mandatory)
 - Health Declaration (mandatory)
- Prior to employment external candidates **may** also be subject to the following checks:
 - Functional Capacity Assessment / Fitness for Work (to assess physical suitability for the role)
 - Formal qualifications check
 - Rights to Work in Australia – VEVO check
 - Licence disqualification / traffic history checks with Queensland Government
 - Blue card Working with Children Check
 - Any other check that is reasonably required by Southern Downs Regional Council

1.12 REPORTING STRUCTURE

ORGANISATIONAL RELATIONSHIP



Council values diversity and welcomes applications from people of all backgrounds and cultural heritage, that have working rights in Australia.