



RECRUITMENT OFFICER

DUTY STATEMENT

Job Title:	Recruitment Officer
APS Level or Equivalent	APS Level 5
Branch	Open Arms – Veterans & Families Counselling
Region/Section:	Service Delivery Support
Location:	Melbourne, Victoria
Immediate Supervisor:	Workforce Manager

DUTIES

In accordance with the principles of workplace diversity, work health and safety, participative work practices, Australian Public Service (APS) values and APS Employment Principles, the Workforce Manager will:

- Undertake the HR labour hire recruitment role, supporting regions with the centralised recruitment function and on-boarding new labour hire staff.
- Be the point of contact between Open Arms and all recruitment agencies in relation to recruitment activities.
- Arranging interviews for candidates with recruitment agencies on behalf of regions.
- Manage negotiation and drafting of short term labour hire contracts. Prepare contracts and reports (as required) for effective human resources delivery.
- Onboarding of new labour hire staff.
- Arranging contract extensions as directed by the Workforce Manager.
- Develop and manage effective relationships with recruitment agencies, labour hire contractors and internal staff members in order to achieve business objectives.
- Completing work to a high standard and delivering it within prescribed timeframes.
- Status reporting to Open Arms executive.
- Contribute to the Personnel & Property team more broadly as required.
- Other tasks relating to the effective functioning of the Open Arms as directed by the Assistant Director, Personnel and Property.

- Support an environment that encourages a willingness to adopt participative workplace practices in line with policies of WHS, Workplace Diversity and the Australian Public Services Values, Employment Principles and Code of Conduct.

DESIRABLE SKILLS AND ABILITIES

- Previous experience in a labour hire recruitment, either in the public service or a recruitment agency with contingent recruitment experience
- High level of interpersonal skills
- High level of attention to detail
- Exposure to/an understanding of invoices and credit notes
- Ability to work in a fast paced and ever changing work environment.

HOW TO APPLY

Open Arms labour hire vacancies are advertised on job advertising websites and through recruitment agencies.

We recruit through several agencies within the location of the advertised role, so you may see our jobs listed on a number of different websites. This allows you to choose the agency you want to register with.

To apply for this role, please choose a recruitment agency advertising this position, and follow their application process.