



RECRUITMENT AND WORKFORCE OFFICER

DUTY STATEMENT

Job Title:	Recruitment and Workforce Officer
APS Level or Equivalent	APS Level 5
Branch	Open Arms – Veterans & Families Counselling
Region/Section:	National Operations/Service Delivery Support
Location:	Canberra, ACT
Immediate Supervisor:	Assistant Director Personnel & Property

DUTIES

In accordance with the principles of workplace diversity, Work Health and Safety, participative work practices, APS values and APS Employment Principles the Recruitment & Workforce Officer will:

- Review the existing Open Arms Staff Database
 - Reviewing existing data, making relevant updates
 - Seek out efficiencies to the ongoing maintenance of the data
 - Training in ongoing maintenance to other members of the team
- Review Standard Operating Procedures (SOPs)
 - Review existing SOPs and task cards and align with existing Open Arms SOPs
 - Creating SOPs that do not currently exist
- Review Personnel & Property templates
 - Review all templates used by the team and standardise
- Review Labour hire contractor workflow
 - Review existing workflow and make updates to incorporate the skills and training matrix
- And any other duties as directed by the Director, Service Delivery Support Section, the Assistant Director, Personnel & Property or the Workforce Manager.

DESIRABLE SKILLS, QUALIFICATIONS AND EXPERIENCE

- High level of attention to detail
- Experience with reviewing procedures and seeking out efficiencies
- Communicate in an effective manner