

POSITION DESCRIPTION

Position Title:	Recruitment Coordinator
Direct Supervisor:	General Manager – People & Culture
Key Relationships:	Department Managers, Supervisors, HR Officer, Roster Coordinator, Payroll, HR Administrator
MAIN PURPOSE OF POSITION:	
The primary purpose of this role is to manage the recruitment, selection and appointment function to ensure adequate staffing organisation wide.	
Accountabilities	Standards of Performance
Work Health & Safety	<ul style="list-style-type: none"> ▪ Observe and comply with all health and safety instructions, procedures, signs and notices relating to your work and correctly use the appropriate protective clothing and equipment supplied. ▪ Follow Infection Prevention and Control procedures and standards relevant to the role. ▪ Use correct documented procedures to correct, if possible, and immediately report any unsafe situations, near-miss incidents and all work related injuries. ▪ Maintain good housekeeping at all times.
Personal Leadership	<ul style="list-style-type: none"> ▪ Acts with honesty, empathy and kindness towards co-workers and clients. ▪ Engages and works collaboratively with others through a shared purpose to achieve goals. ▪ Has a thorough awareness of cultural safety and conducts themselves to operate inclusivity. ▪ Takes responsibility on an individual level to strive for excellence; ▪ Accepts and responds constructively to feedback. ▪ Is aware of own strengths and limitations and seeks help from others as required; ▪ Adapts communication style and messages to suit different personalities and cultures.
Risk	<ul style="list-style-type: none"> ▪ Understand and proactively contribute to managing risk and to promote a culture of participation in the risk process.
Quality	<ul style="list-style-type: none"> ▪ Actively contribute to quality improvement activities in CapeCare through initiating continuous improvement suggestions. ▪ Contribute effectively towards the organisation’s quality accreditation processes.
Values	<ul style="list-style-type: none"> ▪ Adhere to all CapeCare policies and procedures. ▪ Own conduct and approach aligns with the CapeCare Way. ▪ Commits to the values of: <ul style="list-style-type: none"> ▪ <i>Compassion Respect Partnership Commitment</i> ▪ Challenges behaviour in others that contravenes the organisational values.
EDUCATION/QUALIFICATIONS: (Detail the required level for recruitment)	
<ul style="list-style-type: none"> ▪ Diploma or Certificate in Human Resources or experience in a similar role 	

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TECHNICAL COMPETENCIES AND SKILLS: (Detail the required level for recruitment)
<ul style="list-style-type: none"> ▪ Exceptional customer service and ability to work in partnership with clients. ▪ Ability to work effectively as part of a team. ▪ Ability to establish professional networks and effectively communicate with a diverse range of people using verbal and written skills. ▪ Experience in Recruitment, Selection and Appointment processes. ▪ High attention to detail and accuracy.
RELEVANT EXPERIENCE: (Detail the required level for recruitment)
<ul style="list-style-type: none"> ▪ 12 months in similar role would be preferable; or ▪ Working towards a HR formal qualification
KEY ACCOUNTABILITIES OF THE ROLE: (Detail the specific tasks and responsibilities for the role)
<ul style="list-style-type: none"> ▪ Contributes to workforce attraction, recruitment and organisational initiatives. ▪ Responsible for end to end recruitment selection and appointment activities. ▪ Liaise with internal clients to understand key business needs to progress recruitment processes. ▪ Liaise with new staff regarding initial rostering and induction. ▪ Represent and promote Capecare at outreach programs such as job and skills expos. ▪ Actively engage with applicants to promote current and future job opportunities. ▪ Manage the Traineeship Program. ▪ Review and improve attraction initiatives to improve outcomes for Capecare. ▪ Review and develop procedures and policies. ▪ Undertakes or assist in various HR projects as directed by the General Manager People & Culture ▪ Works collaboratively with other members of the HR team. ▪ Other duties as directed.
Note: <i>The requirements and responsibilities contained in this job description do not create a contract of employment and are not meant to be all-inclusive. They may be changed by the role manager during employment on an as-needed basis.</i>

I have read and understood the duties, responsibilities and requirements as per this position description.

Employee:		Signature:		Date:	/ /
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