

Westhaven Ltd

Our Vision – **Live how you choose**
Our Core Values – **C.H.O.I.C.E**

Position Title	Recruitment Coordinator	Reports to	Recruitment Manager	
Number of Direct Reports	Nil	Position Location	Orange	

Purpose of the position

The Recruitment Coordinator will manage the end-to-end recruitment life cycle, adding value through the delivery of strategic talent sourcing initiatives whilst supporting a positive and seamless candidate experience.

Decision making

- This role operates with some autonomy within the context of agreed priorities, self manages workloads to meet known deadlines, and makes decisions within the limits of delegated authority
- This role has no direct reports and has no financial delegation

Key Responsibilities

Provide high level and administrative support related to people transition activity and impact

- Coordinate end-to-end delivery of recruitment requirements
- Timely proactive recruitment activity management
- Deliver strategic talent sourcing initiatives to attract a capable workforce
- Lead, coordinate and apply best practice improvement on processes and activities to ensure key recruitment activities and services are delivered efficiently

	<ul style="list-style-type: none"> • Implement tools to ensure recruitment activities are measured and reported as required and systemic and emerging risks are promptly identified • Manage and be the subject matter expert for Martian Logic • Deliver exceptional candidate/hiring manager experience • In consultation with the People & Culture team, maintain up to date recruitment and onboarding policies and procedures • Adhere to laws, rules and regulations • Adhere to personal data privacy legislation
<i>Collaboration to meet operational requirements and enhance efficiency and effectiveness of workforce planning</i>	<ul style="list-style-type: none"> • Team contribution to People and Culture Team • Take on other work as required and in line with position level • Partner with key stakeholders to understand business objectives, develop recruitment goals and objectives • Work closely with key stakeholders to identify and plan workforce/resource needs • Timely/proactive forecasting and planning for recruitment • Develop sustainable recruiting strategies based on goals and organisation requirements • Devise and implement improved recruiting strategies • In consultation with the relevant P&C Team members design and deliver recruitment training for hiring managers • In consultation with the relevant P&C team members, provide support to managers when developing or updating position descriptions.
<i>Employee Values and Onboarding</i>	<ul style="list-style-type: none"> • Incorporate EVP into recruitment and onboarding and ensure that it continues to reflect the employees experience • Market EVP internally and externally • Implement innovative sourcing strategies and recruitment campaigns to attract and engage employees • Provide insights on market conditions/trends to support key hiring decisions and advising on recruitment best practices • Search resume databases for ideal candidates • Communicate and act in ways that are consistent with the organisation's values.

Knowledge, Skills, Experience and Compliance

Knowledge and Skills

- Demonstrated resourcing experience and proven capability in marketing, attracting, and recruiting high performing employees
- Knowledge of current employment legislation and 'Employer of Choice' practices
- Excellent time management skills with the ability to plan, prioritise and make decisions
- First-class interpersonal skills with excellent relationship building and collaborative capabilities to influence outcomes and generate solutions
- The ability to interact positively at all levels, including dealing professionally with managers and staff from a broad range of educational and cultural backgrounds.
- Excellent administration skills / attention to detail
- Ability to create metric reports

Experience

- Qualifications or experience in recruitment or human resources
- AHRI membership highly regarded

Compliance


- Current valid NSW Driver's licence
- Obtain and maintain a current paid Working with Children Check (WWCC)
- Obtain and maintain a valid National Disability Insurance Scheme Workers Check (NDISWC)

Key Challenges

- Managing competing demands and priorities within a complex service environment
- Identifying and applying innovative approaches to increase productivity and maximise efficiencies using system driven processes

[NDIS Workforce Capability Framework](#)

- The NDIS Workforce Capability Framework describes the attitudes, skills and knowledge expected of all workers funded under the NDIS. It gives clear, practical examples and establishes a shared language of 'what good looks like' for participants when they receive NDIS services and support.
- The Framework translates the NDIS Commission's principles, Practice Standards and Code of Conduct into clear and observable behaviours that service providers and workers should demonstrate when delivering services to people with disability.
- All Westhaven employees are encouraged to review the [NDIS Workforce Capability Framework](#) for a full list of capabilities and the descriptors relevant to their role.

NDIS Workforce Capability Framework		Supervision and Frontline Management
Capability Group	Capability Name and Description	
 <p>Manage, supervise and coach others</p>	<p>Model and reinforce values in organisational culture and practice</p> <ul style="list-style-type: none"> • Support and model a culture that promotes the principles of the NDIS, such as upholding rights, celebrating diversity and respecting the voice of those with lived experience. <p>Promote quality through consistent good practice</p> <ul style="list-style-type: none"> • Set clear expectations of what best practice looks like, provide access to support and coaching, and develop worker awareness and capabilities to deliver quality support and services. <p>Support health and manage risk</p> <ul style="list-style-type: none"> • Implement policies, procedures and systems for effective health and risk management so that workers know their roles and responsibilities, look out for their own safety, and balance dignity of risk with duty of care when supporting participants. <p>Foster and develop a capable workforce</p> <ul style="list-style-type: none"> • Support workers to understand capability expectations at different levels, provide constructive feedback, and create informal and formal opportunities for them to develop their capabilities and build a career. 	