



Job Title:	Recruitment Officer	Position No:	CP23
Group:	Corporate Services	Service Area	People & Culture
Classification Level:	ASO5		
Fixed Term	12 Month – Parental Leave Vacancy		
Reports to:	Senior Recruitment Officer	Direct Reports:	Nil
Location:	Darwin	Date approved	February 2025

POSITION OVERVIEW

The Recruitment team is responsible for overseeing, leading and maintaining talent acquisition processes, including sourcing, testing, interviewing, hiring and onboarding, ensuring vacant positions are assessed for relevance and job design and position descriptions are reviewed and updated in accordance with business needs. The Recruitment Officer will work under supervision of the Senior Recruitment Officer and will provide a high level of support to hiring managers and panel members of allocated vacancies which will include providing talent acquisition advice and strategy to hiring managers and support end to end recruitment campaigns. The role will also be responsible and accountable for the administration of the e-recruit system and associated platforms, workflows and data.

KEY RESPONSIBILITIES & ACCOUNTABILITIES

- Coordinate end to end recruitment processes for all allocated vacancies ensuring compliance with relevant legislation. This includes but is not limited to: -
 - Partnering with Hiring Managers to understand business needs, position requirements, position description reviews and ideal candidate skills and attributes
 - In consultation with hiring managers, develop a recruitment and selection strategy for vacancies
 - Draft a range of contemporary and appealing job ads that attract highly suitable candidates.
 - Prepare tools to support the hiring manager with the recruitment process, such as shortlisting processes, interview proforma's, screening techniques and candidate evaluation processes.
 - Assist hiring managers with candidate care support such as booking interviews and keeping the candidates informed of process milestones
 - Ensure hiring managers are adhering to appropriate timeframes for recruitment and selection activities to maximise deliverables (two- three weeks)
 - Monitor and ensure selection process and reports are compliant and in accordance with the standards expected of the level of position being placed.
- Facilitate other recruitment process such as internal Interest (EOI) or Labour Hire support as needed to ensure NLC business operations are staffed accordingly.
- Complete all administration associated with the recruitment, selection and onboarding processes for allocated vacancies and as needed to support broader team.
- Provide daily support to the broader P&C function with onboarding and facilitation of induction.
- Cultivate and maintain collaborative relationships with all relevant stakeholders, in particular operational level supervisors, to support the NLC people centric leadership model and section deliverables.
- Comply with NLC policy and procedures at both an organisational and operational level, ensuring that appropriate standards and operational protocols are maintained at all times.
- Perform any other reasonable tasks and duties that are required, that are within the scope of your position classification, service area and skill set as required.



- Adhere to the NLC Code of Conduct and work in a manner which is professional, respectful, and collaborative to foster sound working relationships within your immediate team and the broader organisation.
- Actively participate in performance enhancement processes and learning and development requirements of your role.
- Ensure your personal health and safety and that of others by undertaking your duties and tasks in a safe manner.
- Report all hazards and incidents to your direct supervisor immediately and complete all incident reporting requirements within the timeframes specified.

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POSITION REQUIREMENTS

ESSENTIAL REQUIREMENTS

- Diploma of Human Resource Management or equivalent experience or a combination of relevant qualifications and experience.
- Minimum of two (2) years' experience working in a recruitment officer role or HR generalist role, with a core focus on talent acquisition
- A strong commitment to ethical conduct and maintaining the highest levels of confidentiality.
- Sound organisational skills and the ability to manage a high-volume work load with conflicting deadlines whilst maintaining attention to detail.
- The ability to communicate recruitment matters in plain English or draft documents in Plain English to ensure inclusive recruitment practices
- Strong ICT literacy with a good working knowledge across the Microsoft Office Suite, in particular Word, Excel, Outlook and Teams.
- Demonstrated high level cross-cultural, interpersonal and verbal communication skills with an ability to effectively liaise, engage and coordinate across an organisation and to build productive working relationships with work colleagues, constituents and external stakeholders.

DESIRABLE REQUIREMENTS (could or should have)

- High proficiency in system administration skills related to recruitment software. platforms
- Previous experience in Content Manager or other a governance-based enterprise content management (ECM) system.
- Knowledge and understanding of the relevant legislation affecting Aboriginal land and sea management including the Aboriginal Land Rights (Northern Territory) Act 1976 (Cth.) and the Native Title Act 1993 (Cth.)
- Bachelor degree in Human Resource Management or Business Administration,

Date Approved: February 2025