



POSITION DESCRIPTION

Position Title	Recruitment Coordinator		
Location	Richmond	Employment Status	Maximum Term Contract – 12 months
Reports to	People and Culture Manager	FTE	1.0
	INCUMBENT	SUPERVISOR	HR
SIGNED			
DATE			
Position Purpose:	<p>Reporting to the People and Culture Manager, the Recruitment Coordinator will manage end to end recruitment for the organisation, acting as an advisor to hiring managers and other key stakeholders of the organisation.</p> <p>In addition, the Recruitment Coordinator will encourage and promote collaborative approaches to achieve the strategic and operational priorities of the organisation ensuring the attraction and engagement of a quality workforce.</p>		
Position Tasks, Responsibilities and Accountabilities	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Management of high volume end to end recruitment • Deliver on best practice resourcing processes across the organisation • Advertising roles through SEEK, LinkedIn and other job boards • Sourcing, shortlisting, phone screening and interviewing candidates • Internal stakeholder and candidate management through the recruitment process • Support and assist hiring managers with selection decisions if required • Manage and conduct reference and background checks • Develop strategic sourcing strategies • Develop and maintain talent pools for key roles • Support the Diversity & Inclusion Working Group with RFDS Victoria’s Aboriginal and Torres Strait Islander Employment strategy • Provide accurate and timely recruitment reporting as required • Develop and maintain relationships with educational institutes and relevant industry qualification providers 		

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Workplace Involvement	<ul style="list-style-type: none">• Provide expert advice and support in the development and implementation of operational solutions and approaches to workforce challenges and opportunities.• Ensure resourcing requirements are met within budget and according to timescale. Contribute to the review and development of relevant HR policies and procedures.• Collaborate with My Recruitment Plus to manage the resourcing program and implement process improvements• Contribute to the development of key HR projects in line with strategic and operational priorities.• Collect, analyse and report data to support workforce planning activities.• Assist Payroll to manage the remuneration of staff to ensure compliance with legislation and policy and in accordance with Award and EBA requirements.• Oversee the on-boarding process for new staff and ensure successful inductions. <p>Culture</p> <ul style="list-style-type: none">• Promote, and maintain a positive and collaborative work environment.• Identify opportunities to integrate and work collaboratively across other programs.• Maintain effective relationships with internal and external stakeholders.• Ensure delivery of a reliable and credible customer service to employees and internal stakeholders.• Provide quality and effective communication.• Ensure ongoing commitment to organisational values and values based behaviours. <p>Quality</p> <ul style="list-style-type: none">• Actively participate in, and contribute to a continuous culture of workplace quality improvement activities.• Comply with all relevant legislation, regulations and professional standards. <p>Actively promote a positive public image of RFDS Victoria among our volunteers, health care practitioners, collaborators and at public events as required</p> <p>Actively engage with colleagues and participate in workplace activities as appropriate</p> <p>Demonstrate the organisation’s agreed values through actions</p>
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<p>Working Relationships:</p>	<p>Internal</p> <ul style="list-style-type: none"> - CEO - General Managers and OMT - MPC Leadership - All Staff and Volunteers <p>External</p> <ul style="list-style-type: none"> - Educational Institutions and Industry Qualification providers - Clients and Partners of RFDS Vic - Crim Check and other independent service providers - My Recruitment Plus - Other external providers of services relating to staff
<p>Qualifications and Experience:</p>	<ul style="list-style-type: none"> • Qualification (HR or equivalent) or previous experience in a similar role • Demonstrated knowledge in developing recruitment strategy and executing large scale recruitment projects. • Well-developed organisation and time management skills, with the ability to monitor and track projects and targets, multi task, juggle competing deadlines and work under tight deadlines. • Good knowledge and understanding of employment legislation and related principles such as Enterprise Agreements; Fair Work Act, Equal Employment Opportunity and Work Health & Safety. • Demonstrated commitment to continuously improving processes to enhance employee experience and achieve organisational goals.
<p>Skills, knowledge, mandatory requirements and competencies</p>	<ul style="list-style-type: none"> • Advanced skills in Microsoft Office products (Word, Excel, PowerPoint, Outlook) and good understanding of software and HRIS systems. • Strong coaching, presentation, interpersonal and communication skills. • Proven team player with a friendly, approachable and positive nature and commitment to building robust relationships. • Strong skills in attention to detail. • Highly organised and able to manage multiple schedules and priorities simultaneously. • Proven ability to act in a discreet and sensitive manner when required with a high degree of integrity, professionalism and confidentiality. • A strong drive for results with a can-do attitude • Ability to engage and influence • Excellent customer service and relationship management skills • Flexibility to travel periodically or as required

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	<ul style="list-style-type: none"> • Passionate about sharing the company’s story and finding best fit talent to support it
Workplace Health and Safety	<ul style="list-style-type: none"> • Take reasonable care for own health and safety. • Take reasonable care for the health and safety of others including the implementation of risk control measures within their control to prevent injuries or illnesses. • Comply with all reasonable instruction to safeguard their health and safety. • Cooperate with any reasonable RFDS policies and/or procedures including the reporting of OH&S hazards or incidents.
Code of Conduct & Organisational Values	<p>All employees, members and volunteers of the Royal Flying Doctor Service of Victoria are mutually responsible for the success of the organisation. The organisation is committed to creating an environment in which all employees can realise their full potential. In return all RFDS Victoria employees are expected to make contributions that positively impact our customers, our patients, our communities, our business and each other.</p> <p>This includes:</p> <ul style="list-style-type: none"> - Conduct to the highest degree of ethics and integrity - Creative thinking and openness to new challenges - Appreciating diversity in the workplace and treating everyone with courtesy and respect - Effective communication, which is open and honest - Modelling best practice and leadership <p>Our organisational values are detailed in the “Vision 2020” Document and our Induction Handbook.</p>

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