

Role description

Job ad reference	HSQ365665	Classification	AO4
Role title	Recruitment Advisor	Salary	\$2974.60 - \$3277.20 per fortnight plus superannuation and Government benefits
Status	Fixed term temporary	Closing date	Sunday 7 March 2021
Unit/branch	Human Resources Directorate	Contact name	Tony Winchcombe
Location	Bowen Hills	Contact number	07 3096 2052

If you have difficulties applying please contact Health Support Queensland Recruitment on (07) 3096 2066.

Why work for us?

At Health Support Queensland (HSQ), you will be part of an organisation who helps care for Queenslanders.

We know it is important for people to work in an organisation that provides more than just a job. In joining HSQ, you will embark on a journey to help us realise our vision of being 'Australia's best healthcare support partner'.

Once you join us, we will expect you to exemplify the HSQ fundamental principles of ICARE:

- Integrity—being honest and ethical in everything we say and do.
- Customers and patients first—putting customers and patients at the centre of everything we do.
- Accountability—taking personal responsibility for our actions.
- Respect—being considerate, recognising our differences and looking out for each other.
- Engagement—actively investing in positive outcomes by partnering with others.

Human Resources Directorate

Human Resources Directorate (HR-D) plays an important role in building individual, team and organisational capability to ensure HSQ's strategic objectives can be met, both now and into the future. The HR-D delivers services to:

- cultivate a capable and diverse workforce
- foster an environment to attract and retain outstanding employees
- support managers in the management of workforce performance
- develop leadership and management capability, individual accountability and the performance culture of HSQ
- facilitate safe and healthy work - physical and psychological

- enable organisational effectiveness.

Our vision is to inspire leaders to create a workplace where everyone feels welcomed, valued and safe.

Purpose of the role

The Recruitment Advisor, Human Resources Directorate, reports to the Recruitment Team Leader. This role provides recruitment and selection advice and training; and HR advice to HSQ employees and management.

Your key responsibilities

Fulfil the responsibilities of this role in accordance with ICARE and the Queensland Public Service values (QPS) along with the following accountabilities:

- Adhere to defined service quality standards, health and safety policies and procedures relating to the work being undertaken in order to ensure high quality, safe services and workplaces.
- Actively participate in a working environment supporting quality HR management practices including diversity, anti-discrimination and ethical behaviour.
- In collaboration with the Recruitment Team Leader, undertake job evaluations using the job evaluation methodology (JEMs) process including identifying other evaluators as required.
- Establish strong relationships with hiring managers to take in accurate job briefs and provide support to enable an efficient and effective end to end recruitment process; individual to mass campaigns
- Liaise with the HSQ-Recruitment Team in relation to best practice recruitment and selection strategies, services and training.
- Undertake and continuously improve recruitment and selection services that include the processing of requests to fill, development of advertisements, and processing of applicant correspondence.
- Use recruitment databases and HR systems including Springboard, Vader, SAP and Workbrain.
- Undertake human resources activities and interpret and provide advice in relation to awards, agreements and policies.
- Develop local procedures, strategies and guidelines for streamline HR services and activities.
- Support and assist the wider team on a range of HR matters and/or organisational-wide projects pertaining to HR Directorate functions.
- Assist with designing and implementing attraction and retention projects which may include analysing and reviewing transactional processes, induction, orientation and onboarding activities.
- Develop correspondence, briefs, reports, procedures and guidelines.

What we are looking for?

You will be assessed on your ability to demonstrate the following key capabilities, knowledge and experience. Within the context of the responsibilities described above under 'Your key responsibilities', the ideal applicant will be someone who can demonstrate the following:

- High level communication, interpersonal, liaison and consultation skills experience in building and maintaining strong business relationships and working in a small specialist team.
- Specialist knowledge and experience in the delivery of client focussed contemporary recruitment and selection techniques, methodologies and services.
- Experience in building and maintaining professional relationships to deliver high end services to a diverse range of clients within a complex organisation.

- Experience in the provision of HR advice in a complex environment.
- Experience in the development of correspondence, briefs, reports, procedures and guidelines.

Mandatory qualifications/professional registration/other requirements

- While not mandatory, certification in the use of the Mercer job evaluation methodology (JEMs) is strongly preferred.
- This position may require the incumbent to undertake reasonable travel associated with HSQ's state-wide operations; therefore, an appropriate Queensland 'C' class licence is required.

Vaccine Preventable Diseases requirements

- It may be a condition of employment for this role for the employee to be, and remain, vaccinated against the following vaccine preventable diseases during their employment: Hepatitis A & B, Measles, Mumps, Pertussis, Rubella and Varicella.
- Additional vaccinations including Japanese Encephalitis and Rabies may also be required for this position.
- Existing staff that are engaged prior to 1 July 2016 are not subject to this condition of employment unless they apply for a role with vaccine preventable diseases requirements that is with a different Queensland Health entity.

What is on offer?

- Up to 12.75% employer superannuation contribution
- Employee Assistance Program
- Work/life balance, variety and flexibility
- Annual leave loading 17.5%
- Salary packaging

How to apply

Please provide the following information to the panel to assess your suitability:

- **Your current CV or resume**, including the names and contact details of two referees. Referees should have a thorough knowledge of your capabilities, work performance and conduct within the previous two years, and it is preferable to include your current/immediate/past supervisor
- **A covering letter** detailing your motivation for applying and what skills you will bring to enable your success. (Max 1 page)

About Health Support Queensland

HSQ is an organisational Division of the Department of Health and delivers a range of support services to enable the delivery of frontline health services. HSQ provides services to all Queensland Hospital and Health Services (HHSs), to other government agencies and to commercial clients. The current services provided by HSQ include: pathology services, procurement and logistics for health related equipment,

products and services, biomedical technology services, forensic and scientific services, linen and laundry services, medicines management, 13HEALTH, radiology support and payroll.

Vision for the public service

To be a government of the 21st century, one government that is connected and working together to deliver smarter, simpler outcomes that are responsive to the needs of Queenslanders now and for the future. We will create opportunities in partnership that are all about positive outcomes rather than just service delivery and regulation.

To enable this vision, the QPS is transforming from a focus on compliance to a values-led way of working. The following five QPS values, underpin behaviours that will support and enable better ways of working and result in better outcomes for Queenslanders.



Customers first

- Know your customers
- Deliver what matters
- Make decisions with empathy



Ideas into action

- Challenge the norm and suggest solutions
- Encourage and embrace new ideas
- Work across boundaries



Unleash potential

- Expect greatness
- Lead and set clear expectations
- Seek, provide and act on feedback



Be courageous

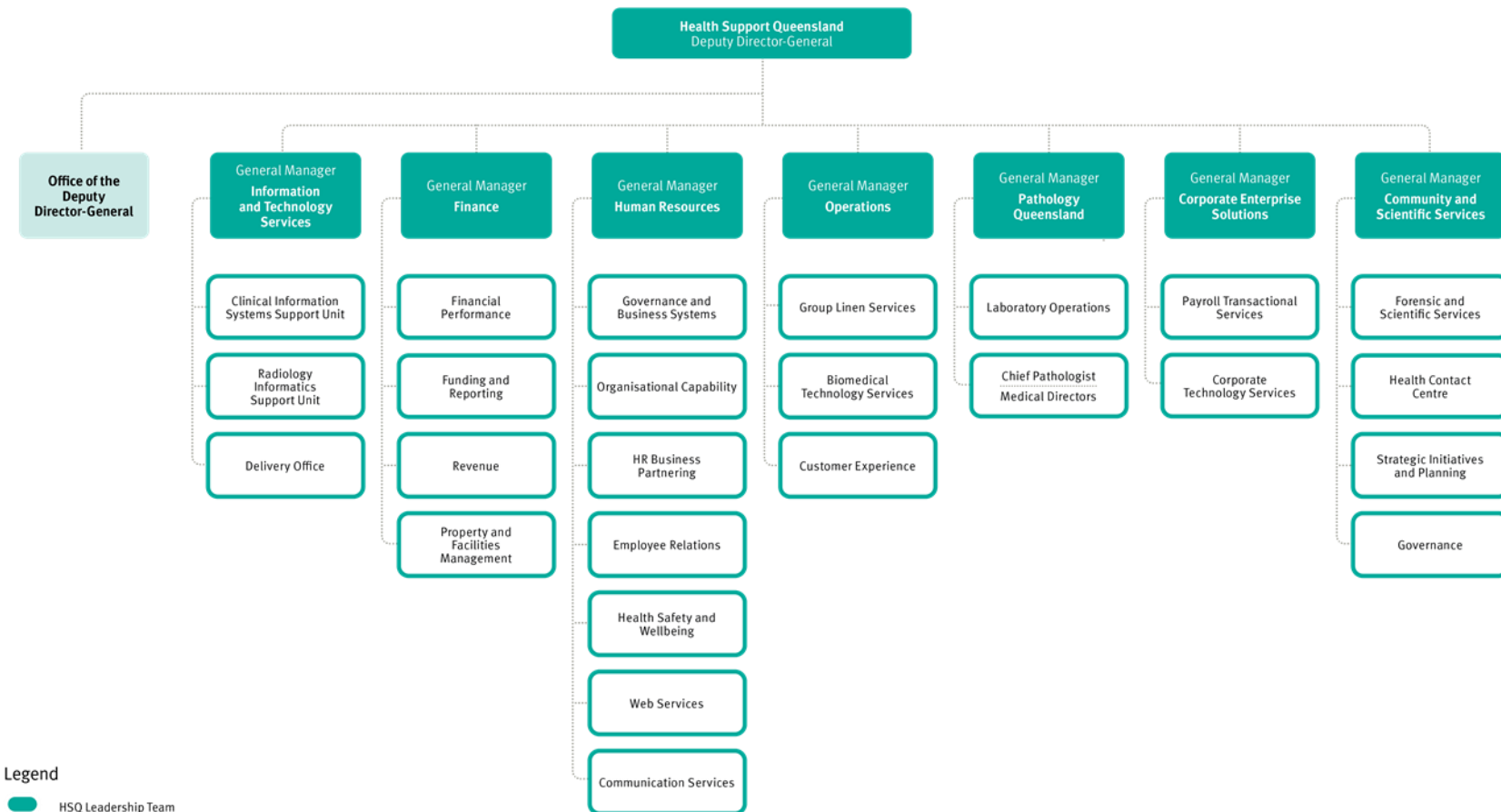
- Own your actions, successes and mistakes
- Take calculated risks
- Act with transparency



Empower people

- Lead, empower and trust
- Play to everyone's strengths
- Develop yourself and those around you

Organisational structure



Additional information

- Permanent and temporary vacancies longer than 12 months remain current for 12 months
- Temporary vacancies less than 12 months remain current for vacancy duration
- Future vacancies of a temporary, full-time and part-time nature may also be filled through this recruitment process.
- When applying for positions within HSQ, your resume and details may be shared with an external recruitment agency that may be assisting the organisation in recruitment and selection processes and/or outcomes.
- Pre-employment screening, including criminal history and discipline history checks, may be undertaken on persons recommended for employment. Roles providing health, counselling and support services mainly to children will require a blue card, unless otherwise exempt.
- Employees who are permanently appointed to Queensland Health may be required to undertake a period of probation appropriate to the appointment.
- All relevant health professionals, who in the course of their duties formulate a reasonable suspicion that a child or youth has been abused or neglected in their home/community environment, have a legislative and a duty of care obligation to immediately report such concerns to Child safety services, Department of Communities.
- Applicants will be required to give a [statement of their employment as a lobbyist](http://www.psc.qld.gov.au/publications/assets/policies/lobbyist-disclosure-policy.pdf) (<http://www.psc.qld.gov.au/publications/assets/policies/lobbyist-disclosure-policy.pdf>) within one month of taking up the appointment.
- Applicants may be required to disclose any current pre-existing illness or injury which may impact on their ability to perform the role. Details are available in section 571 of the [Workers' Compensation and Rehabilitation Act 2003](http://www.justice.qld.gov.au/fair-and-safe-work/workers-compensation-and-rehabilitation/workers-compensation-and-rehabilitation-legislation/workers-compensation-and-rehabilitation-act-2003) (<http://www.justice.qld.gov.au/fair-and-safe-work/workers-compensation-and-rehabilitation/workers-compensation-and-rehabilitation-legislation/workers-compensation-and-rehabilitation-act-2003>).
- Employees of HSQ are to actively participate in a working environment supporting quality HR management practices including employment equity, anti-discrimination, occupational health and safety and ethical behaviour.