

## Recruitment Officer

**Our Destination 2030:** Great Care for Central Queenslanders strategy will shape the future of healthcare across our region and support our aim for Central Queenslanders to be amongst the healthiest in the world. Great staff working in great teams with a culture of supporting and investing in our people's future. Find out more visit online

[www.health.qld.gov.au/cq/destination-2030](http://www.health.qld.gov.au/cq/destination-2030)

*Great People, Great Place to Work*



### Role Details

<b>Role Title</b>	Recruitment Officer	<b>Classification</b>	AO3
<b>Status</b>	Fixed Term Temporary Full Time (Until 30 September 2024, with possible extension)	<b>Salary</b>	\$37.68 - \$41.90 p.h.
<b>Unit/Facility</b>	Recruitment Services Workforce Division	<b>Total Package</b>	Up to \$7,901 p.m.
<b>Location</b>	Rockhampton	<b>Contact</b>	Krystal Feather (07) 4920 5621
<b>Job Ad Reference</b>	RK4G576024	<b>Closing Date</b>	Thursday, 18 July 2024

\*Please note: there may be a requirement to work at other facilities located across Central Queensland Hospital and Health Service

### Recruitment Services, Workforce Division

Recruitment Services provide services that assist managers to attract, recruit and appoint people with the necessary skills, knowledge and capability required to deliver (directly and indirectly) great care for Central Queenslanders. We support managers through the stages of advertising, recruiting, selecting, and appointing the ideal candidate.

The Workforce Division provides strategic and operational human resource, and safety and wellbeing services to enable Central Queensland Hospital and Health Service to achieve its business objectives and achieve a reputation as a great place to work. Our center-led and delivered operating model ensures a consistent approach to managing our people and workplaces across our diverse health service.

### The Opportunity

Undertake a client-focussed recruitment service with attention to providing accurate and timely advice with regards to policies, procedures and best practices relating to attraction, recruitment, and selection.

### Staffing and Budget Responsibilities

There are no financial or human resource delegations for this position.

CQ Health  
Living our values

<b>Care</b>	We are attentive to individual needs and circumstance	<b>Integrity</b>	We are consistently true, act diligently and lead by example
<b>Respect</b>	We will behave with courtesy, dignity and fairness in all we do	<b>Commitment</b>	We will always do the best we can all of the time

## Total Package

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

### Additional benefits to this role include:

- Working within a client focused and supportive team.

## The Role

- Maintain and successfully put into practise up to date knowledge of Legislation, Directives, Policies, processes, and procedures relating to recruitment practices.
- Assist in the management of the recruitment and selection processes including processing of requests to fill/advertise and development of advertisements in line with corporate advertising procedures and processing of candidate correspondence.
- Adhere to relevant Queensland Health policies and standards and relevant legislative requirements, providing feedback on recommendations for improvements to Line Managers.
- Source appropriate data and accurately complete data entry into relevant systems.
- Respond professionally to customer enquiries via phone, email and in person. Prepare correspondence including emails and letters of offer.
- Process documentation related to recruitment and selection activities.
- Identify a need for information and respond to customers' requests for information by appropriately gathering and sourcing information for analysis, completing analysis and producing reports as required.
- Provide high quality support, procedural advice and assistance to all client groups relating to all aspects of Vacancy Processing and Recruitment Services.

## Mandatory Qualifications / Professional Registration / Other Requirements

- **Mandatory qualification/s:** Nil.
- **Non-mandatory qualifications/requirements:** While not mandatory, a relevant qualification would be considered highly desirable.
- **Proof of identity documents:** Candidates must provide certified copies of requested proof of identity documents for the purposes of General Criminal History and National Police Certificate checks.
- **Disclosure of Serious Disciplinary History:** Under the [Public Sector Act 2022](#), applicants are required to disclose any previous serious disciplinary action taken against them.
- **Licence to operate vehicle:** This position requires the incumbent to operate a class C motor vehicle and an appropriate licence endorsement to operate this vehicle is required. Proof of this endorsement must be provided prior to the commencement of duty.
- **Travel:** Travel (including overnight stays) will be required as part of this position.

## How you will be Assessed

You will be assessed on your ability to demonstrate the best fit for the role. Within the context of the responsibilities described under 'The Role', the ideal applicant will be someone who can demonstrate the following:

- Contemporary knowledge of, or the ability to rapidly acquire knowledge of, legislation, policies and guidelines relating to recruitment and selection.
- Demonstrated effective interpersonal and communication skills both written and verbal and commitment to provision of quality client focused service provision.

- Demonstrated skills and knowledge with computer systems and applications, i.e. Microsoft Office programs or the ability to rapidly develop.
- An understanding of and/or experience in attraction, recruitment, and selection practices.
- Proven ability to produce high quality work within a team environment with established key performance indicators (KPIs).
- Strong work ethics, initiative, and experience in working within a team that is required to meet set KPI's and targets.