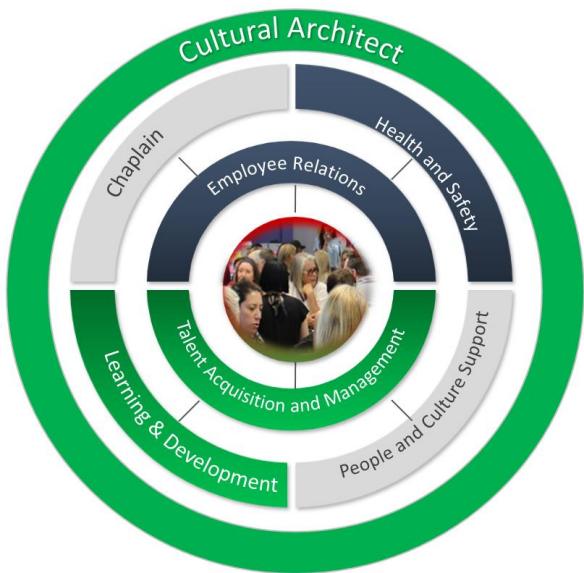


Our Belief: Communities thrive when everyone has a life of belonging, hope and purpose.

Our Values: Empathy, Respect, Inclusiveness, Integrity, Commitment

Position Title:	HR and Recruitment Officer	Position No:		Classification:	B
Supported by:	HR Business Partner	Program:	People Services	Expenditure Authority:	NA

Role Purpose: You will be an ambassador for the wider People Services team and thrive in an environment where you will receive many queries and can provide responsive and friendly customer service with reliable responses, referral and follow-up, ensuring all matters are closed out to the satisfaction of the enquirer. The role will assist with the day to day administrative requirements of the People Services team including recruitment.

Organisational Structure: 	Key Relationships:	
	Internal	External
	<ul style="list-style-type: none"> ▶ CEO ▶ Head of Service Operations ▶ Head of Internal Services ▶ Strategic Leadership Group ▶ Practice Leads/Place Managers/Managers ▶ People Services Team ▶ Staff and volunteers 	<ul style="list-style-type: none"> ▶ Industry associations ▶ Community Services and partner agencies ▶ Unions ▶ Recruitment Agencies

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Outcomes	Capabilities
<ul style="list-style-type: none"> ▶ General HR queries are responded to accurately and in a timely manner. ▶ People services policies and procedures are reviewed and updated as required. ▶ Administrative support is provided to the People Services team to assist with general correspondence and scheduling induction and learning and development opportunities. ▶ Coordinate and assist with the administration of the Recruitment and Selection process working in conjunction with the HR Business Partners and UCW stakeholders. ▶ HRM and L&D information systems, practices and data records are utilised in a manner that ensures high data integrity, access & availability. ▶ Relevant HRM metrics and trend data reports are produced and available for analyses to inform business decisions and practice. ▶ Colleagues experience a highly effective, proactive concierge service that manages their expectations and builds strong relationships. ▶ A co-created team culture is evidenced by a team climate and ethos that is: <ul style="list-style-type: none"> ○ Service excellence focused ○ Customer and Person Centred approach ○ Professionally enriching, inclusive & innovative ○ Efficient & high performing ▶ All team members demonstrate exemplary personal drive and integrity, and ensure that the organisation’s ethos is consistently reflected in service practices. ▶ Other responsibilities as requested. 	<p>Competencies</p> <ul style="list-style-type: none"> ▶ <i>Organising Role and Requirements</i> - proactively seeking information and using it to develop a systematic approach for dealing with service delivery, a problem or situation that is focussed on meeting customer’s needs. ▶ <i>Taking Action</i> – a bias for initiative, action and making specific improvements to the way things are done in order to ensure top quality outcomes are achieved both now and in the future. It includes an orientation to look for new and better ways to do things. ▶ <i>Delivering Results</i> - working collaboratively and effectively with others in an adaptive and responsive manner to achieve desired team results. <p>Knowledge, Experience & Skills (Demonstrated)</p> <ul style="list-style-type: none"> ▶ Basic knowledge of Industrial Relations, legislation, regulations, various Acts and Awards relevant to Human Resources Management. ▶ ‘Ideal team player’, i.e. humble, professionally hungry & people smart. ▶ A strong bias for relationship building and engagement (internally & externally). ▶ Strong verbal and written communication skills. ▶ Strong attention to detail and the ability to multi-task ▶ Ability to work in ways that are aligned with the Values of UnitingCare West and the Uniting Church in Australia. <p>Qualifications</p> <ul style="list-style-type: none"> ▶ Tertiary qualification in human resources management or a related discipline. ▶ Current National Police Clearance ▶ Current Western Australian Driver’s Licence

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