

Position Description

Title	Recruitment Lead
Business Unit	Gippsland, Southern Division
Location	Flexible – can work remotely
Employment type	Fulltime Maximum Term – 6 months
Reports to	Executive Officer – Gippsland and Carer Services

About Uniting

Uniting Vic.Tas is the community services organisation of the Uniting Church. We’ve been supporting people and families for over 100 years. We work alongside people of all ages in local communities in Victoria and Tasmania. Our services reach to Albury-Wodonga in the north, Mallacoota in East Gippsland, the Wimmera region in the west, and across Tasmania.

We empower children, young people and families to learn and thrive. We’re there for people experiencing homelessness, drug and alcohol addiction or mental illness. We support people with disability to live the life they choose. We assist older people to maintain their independence and enjoy life. We provide opportunities to access training and meaningful employment. We’re proud to welcome and support asylum seekers to our community. We work to empower people with the information, skills and tools they need to live a healthy, happy life.

As an organisation, we work in solidarity with Aboriginal and Torres Strait Islander people as Australia’s First Peoples and as the traditional owners and custodians of this land. We celebrate diversity and value the lived experience of people of every ethnicity, faith, age, disability, culture, language, gender identity, sex and sexual orientation. We welcome lesbian, gay, bisexual, transgender, gender diverse and non-binary, intersex, and queer (LGBTIQ+) people at our services. We pledge to provide inclusive and non-discriminatory services.

Our purpose: To inspire people, enliven communities and confront injustice

Our values: We are imaginative, respectful, compassionate and bold

1. Position purpose

The Recruitment Lead is responsible for the development and implementation of Uniting Gippsland’s workforce demand. The position will coordinate the recruitment and retention activities for the Gippsland region, to anticipate and respond to the growth in service demand; it will also identify and implement strategic initiatives to attract resources to fill workforce shortages, ultimately positioning Uniting, as an Employer of Choice in the Gippsland region.

2. Scope

Budget:

nil

People:

nil

Position Description Recruitment Lead

3. Relationships

Internal

- Senior Program Management
- Staff, volunteers and contractors
- Uniting Corporate, Support Services and Mission divisions
- People and Culture

External

- Government departments and other funding bodies
 - Key partners, community services networks and peak bodies
-

4. Key responsibility areas

Workforce Development

- Determine Uniting Gippsland's workforce demand requirements including, leading the implementation of rigorous recruitment and retention activities
- Solve complex staffing and recruitment issues and project manage services that align with Uniting Gippsland's recruitment, retention, workforce development and strategies
- Work collaboratively with Senior Management and other stakeholders; and implement innovative solutions to support recruitment and retention of required resources.
- Inform Senior Management on a regular basis, of Gippsland's workforce planning and contingency action plans
- Develop and deliver, data and trends to identify and problem-solve challenges impacting on Gippsland's staffing and financial performance.
- Partner with Senior Management and recommend solutions in workforce planning task administration.
- Deliver current workforce needs through sourcing of candidates, interviewing and onboarding of new employees

People and Teams

- Role model leading practices and effective process governance
- Undertake regular supervision and performance review with line manager, providing feedback to promote collaborative working relationships
- Promote and maintain a positive, respectful and enthusiastic work environment
- Provide authentic team leadership and the highest level of professional conduct in alignment with Uniting's values

Administration

- Develop, implement and evaluate processes that positively underpin Gippsland's workforce strategy outcomes
- Ensure appropriate information and record keeping, document storage and retrieval processes and systems are in place and maintained in line with knowledge management procedures

Personal accountability

- Compliance with Uniting's values, code of conduct, policies and procedures and relevant government legislation and standards where relevant.
- Cooperate with strategies to actively ensure the safety, protection and well-being of children who come into association with us.
- Ensure appropriate use of resources.
- Work collaboratively with Uniting (Victoria Tasmania) employees and external stakeholders in accordance with Uniting's values and professional standards of behaviour.

Position Description

Recruitment Lead

- Actively participate in initiatives to maintain, build upon and promote a positive and collaborative workplace.
 - Identify opportunities to integrate and work collaboratively across teams.
 - Take reasonable care for your own health and safety, and health and safety of others (to the extent required).
 - Promote a positive safety culture by contributing to health and safety consultation and communication.
 - Promptly respond to and report health and safety hazards, incidents and near misses to line management
 - Attend mandatory training sessions (i.e. equal employment opportunity, health, and safety) and mandatory training specific to the position.
-

5. Person specification

Qualifications

- Bachelor level degree in related discipline (or equivalent experience) is essential

Experience

- Strong experience in volume recruitment in a regional setting
- Strong knowledge of the community services sector
- Ability to set priorities, and work with minimal supervision and under pressure is essential
- Highly developed skills and experience in partnership activities and relationships, especially with key stakeholders.

Core selection criteria

- **Values alignment** – ability to demonstrate and authentically promote Uniting’s values
- **Leadership** – Strong leadership and management skills and knowledge within a complex service delivery environment; ability to build a strong, high functioning team; and align teams with the organisational and programmatic values and goals; role modelling expected behaviour
- **Technical skills** - Excellent attention to detail and accuracy; well-developed numeracy skills; high level computer literacy skills including demonstrated experience in Microsoft Office; knowledge of Client Management Systems / Databases or the ability to quickly develop competency in use of such systems
- **Communication** – Excellent written and oral communication skills; ability to conduct presentations; ability to prepare high quality business cases and reports
- **Stakeholder Relationships** – Strong negotiation and influencing skills; ability to engage, build and maintain strong, mutually beneficial relationships with stakeholders; track record of being able to form positive, collaborative and effective relationships with staff; ability to establish credibility with staff
- **Change Management** – Knowledge of contemporary change management models; demonstrated experience in leading successful change programs at scale
- **Problem-solving** – proven ability to take a solution-focused and strengths-based approach within a complex, ambiguous and evolving community services environment

Other:

- Legal eligibility to work in Australia
- Current Australian Driver’s License
- A satisfactory national police records check is a condition of this position and is repeated every three years and International police check if required
- Current Working with Children Check (Victoria)
- Compliance and understanding/familiarity with organisational policies, procedures relevant legislation (Quality management system, Equal Opportunity, Health and Safety)

Position Description

Recruitment Lead

6. We are a child safe organisation

Uniting is a child safe organisation and is committed in everyday practice to ensure the safety and wellbeing of all children, at all times. As a child safe organisation, employment with Uniting is subject to a satisfactory national (and international where relevant) police check and relevant Working With Children Check (and NDIS Worker Screening Check where relevant) to your State prior to commencement of any paid or unpaid work and/or participation in any service or undertaking.

This position description is subject to review and may change in accordance with Uniting's operational, service and consumer requirements.

7. Acknowledgement

I have read, understood, and accepted the above Position Description

	Employee	Manager
Name:	<input type="text"/>	<input type="text"/>
Signature:	<input type="text"/>	<input type="text"/>
Date:	<input type="text"/>	<input type="text"/>