

Position Description – Recruitment Specialist

Core Detail

Title	Recruitment Specialist
Objective	Source competent candidates for roles within the organisation.
Role	To proactively develop a pipeline of candidates and assist in the recruitment process to embed consistent quality selection.
Competency	A hands-on people person who relentlessly pursues recruitment opportunities with an ability to assess a candidate's fit for role.

Position Parameters

Employment	Full Time, Permanent
Reporting to	Aged Care Manager
Staff Supervising	Nil
Location	TriCare Head Office, 250 Newnham Road, Mount Gravatt, Qld and other TriCare businesses as required.

Detailed Description of the Position

Talent Sourcing	<ul style="list-style-type: none"> • Implement a talent acquisition plan that grows and fosters a pool of candidates. • Design and implement an end-to-end recruitment framework that supports hiring the best individual for the role. • Prioritise sourcing approaches according to workforce capability demands.
Communication and Training	<ul style="list-style-type: none"> • Assist managers and candidates in completing our web based HCM application. • Provide continual communication with candidates throughout the recruitment process. • Provide advice and coaching to managers on the best recruitment and interviewing methods.
Reporting	<ul style="list-style-type: none"> • Develop and maintain organisation-wide recruitment reporting. • Provide a quarterly report on overall recruitment activities and costs.

Skills and Experience

- Experience and success in sourcing and recruiting staff
- Highly developed communication skills both written and verbal
- Intermediate to high level computer skills, particularly Microsoft Office Suite
- Excellent time management skills and ability to prioritise multiple conflicting demands
- Demonstrated ability to promote exemplary teamwork

Personal/Other Attributes

- Personal accountability and responsibility
- Act and behave honestly with integrity and authenticity
- Results driven
- Sets and pursues stretch goals
- Able to meet deadlines and work under pressure
- Ability to prioritise effectively

Work Health and Safety

The incumbent has the responsibility to comply with and meet all obligations contained in:

- a) Work Health and Safety (WHS) legislation;
- b) Related WHS responsibilities; and
- c) TriCare's Risk Management (RM) standards.