Role Description
Senior Recruitment Consultant, POD

Cluster	Department of Justice
Agency	Legal Aid NSW
Division/Branch/Unit	People and Organisational Development
Location	Central Sydney
Classification/Grade/Band	Clerk grade 5/6
Kind of Employment	Temporary/Ongoing
ANZSCO Code	**139112**
Role Number	Various
PCAT Code	124992
Date of Approval	May 2018
Agency Website	www.legalaid.nsw.gov.au

Agency overview

Legal Aid NSW is the largest legal aid agency in Australia, comprising a Central Sydney office and 23 regional offices in metropolitan and regional centres across NSW and a number of specialist services and advice clinics. It was established under the Legal Aid Commission Act 1979 as an independent authority to assist economically and socially disadvantaged people to understand and protect their rights in the legal system. People with disabilities, from people from culturally and linguistically diverse backgrounds, women and children, Indigenous people and people with mental illness are some of the groups who may experience difficulties when enforcing and defending their rights.

Working in partnership with private lawyers, Legal Aid NSW provides legal advice, information and minor assistance and legal representation to eligible people in many areas of law. Legal Aid NSW also provides alternative dispute resolution services, community legal education programs, and publications on legal issues

Primary purpose of the role

Coordinate Legal Aid NSW recruitment and assignment processes. Provide expert advice to internal and external stakeholders to ensure the highest standard of recruitment services. Assist the HR Operations & Recruitment Manager with coordinating recruitment team activities, staff training and development. Contribute to the development, delivery, administration and evaluation of recruitment and selection processes in Legal Aid NSW.

Key accountabilities

- Assist the HR Operations & Recruitment Manager in coordinating the Recruitment team activities to achieve and maintain high standards of recruitment services delivered to internal and external stakeholders.
- Provide advice to hiring managers on recruitment and selection processes
- Identify and analyse emerging issues, trends, statistics and information relating to recruitment and assignment activities to inform effective decision making, including preparing reports, submissions and information on recruitment activities.

- Contribute to the development of recruitment practices, processes and service level standards to achieve service outcomes.
- Efficiently and effectively fill approved role vacancies utilising Legal Aid's recruitment tool (Taleo)
- Provide training to hiring managers on how to utilise Legal Aid's recruitment tool (Taleo)

Key challenges

- Maintaining a high degree of accuracy, and respecting confidentiality when managing HR and personnel systems.
- Maintaining open and effective two-way communication with divisional managers and staff in order to effectively respond to issues.
- Continuously reviewing recruitment processes and recommending and implementing improvements where appropriate.

Key relationships

Who	Why
Internal	
Managers and staff	Provide support and advice
External	
Liaise with Recruitment system provider	Deal with recruitment technical issues

Reporting line

HR Operations & Recruitment Manager

Capabilities for the role

The NSW Public Sector Capability Framework applies to all NSW public sector employees. The Capability Framework is available at www.psc.nsw.gov.au/capabilityframework

Capability summary

Below is the full list of capabilities and the level required for this role. The capabilities in bold are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

NSW Public Sector Capability Framework		
Capability Group	**Capability Name**	**Level**
Personal Attributes	Display Resilience and Courage	Adept
	Act with Integrity	Adept
	Manage Self	**Adept**
	Value Diversity	Adept
Relationships	Communicate Effectively	Intermediate
	Commit to Customer Service	Intermediate
	Work Collaboratively	**Intermediate**
	Influence and Negotiate	Intermediate
Results	**Deliver Results**	**Intermediate**
	Plan and Prioritise	**Intermediate**
	Think and Solve Problems	Intermediate
	Demonstrate Accountability	Intermediate
Business Enablers	Finance	Foundational
	Technology	**Intermediate**
	Procurement and Contract Management	Foundational
	Project Management	Foundational

Focus capabilities

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role's key accountabilities.

NSW Public Sector Capability Framework		
Group and Capability	**Level**	**Behavioural Indicators**
Personal Attributes Manage self	Adept	• Look for and take advantage of opportunities to learn new skills and develop strengths • Show commitment to achieving challenging goals • Examine and reflect on own performance • Seek and respond positively to constructive feedback and guidance • Demonstrate a high level of personal motivation
Relationships Work collaboratively	Intermediate	• Build a supportive and co-operative team environment • Share information and learning across teams • Acknowledge outcomes which were achieved by effective collaboration

NSW Public Sector Capability Framework		
Group and Capability	**Level**	**Behavioural Indicators**
		• Engage other teams/units to share information and solve issues and problems jointly
		• Support others in challenging situations
Results Plan and prioritise	Intermediate	• Understand the team/unit objectives and align operational activities accordingly
		• Initiate, and develop team goals and plans and use feedback to inform future planning
		• Respond proactively to changing circumstances and adjust plans and schedules when necessary
		• Consider the implications of immediate and longer term organisational issues and how these might impact on the achievement of team/unit goals
		• Accommodate and respond with initiative to changing priorities and
		• operating environments
Deliver Results	Intermediate	• Complete work tasks to agreed budgets, timeframes and standards
		• Take the initiative to progress and deliver own and team/unit work
		• Contribute to allocation of responsibilities and resources to ensure achievement of team/unit goals
		• Seek and apply specialist advice when required
Business Enablers Technology	Intermediate	• Apply computer applications that enable performance of more complex tasks
		• Apply practical skills in the use of relevant technology
		• Make effective use of records, information and knowledge management functions and systems
		• Understand and comply with information and communications security and acceptable use policies
		• Support the implementation of systems improvement initiatives and the introduction and roll-out of new technologies