

# Role Description

## Recruitment Officer



Cluster	NSW Premier & Cabinet
Agency	Sydney Living Museums
Division/Branch/Unit	Corporate and Commercial Services/People & Culture Team
Location	The Mint, Sydney and Western Sydney Records Centre, Kingswood
Classification/Grade/Band	Clerk Grade 5/6
Role Number	CC088
ANZSCO Code	223111
PCAT Code	1224149
Date of Approval	22 February 2021
Agency Website	<a href="http://www.sydneylivingmuseums.com.au">www.sydneylivingmuseums.com.au</a> / <a href="http://www.records.nsw.gov.au">www.records.nsw.gov.au</a>

### Agency overview

Sydney Living Museums (SLM) and The State Archives and Records Authority of NSW (SARA) are NSW Government agencies which operate under the leadership of a single Executive Director. Whilst maintaining two separate legal entities, services are provided under a shared model.

The agencies form part of the NSW Department of Premier & Cabinet and report to the Minister for the Arts. Sydney Living Museums is also recognised as a State Cultural Institution.

SLM cares for a group of 12 of the most important historic houses, gardens and museums in NSW on behalf of the people of NSW. The agency is administered under the *Historic Houses Act 1980*, which confers the responsibility for conserving, managing, interpreting and activating places and sites of local, national and international significance.

Our property portfolio includes the UNESCO World Heritage listed Hyde Park Barracks, Australia's oldest surviving government building, the Mint, and Rose Seidler House, which marks the arrival of the modernist architecture movement to Australia.

The portfolio is unlike other museums in that the significance of each is in the whole, and not just in the parts. The awareness of place frames each narrative. Our audiences are local, regional, national and international.

SARA is administered under the *State Records Act 1998* and is responsible for developing, preserving and promoting access to the NSW State Archives Collection, which pre-dates the European settlement of Australia in 1788.

SARA is the custodian and advocate for the State Archives Collection, which is one of the most complete and important collections documenting colonisation in the world. This vast cultural collection of more than 13 million items, valued at \$1 billion and which grows each year, details the development of this place and the wielding of colonial power, with multiple series of documents now included as inscriptions on the UNESCO Memory of the World Register.

SARA's Recordkeeping Standards and Advice function assists public offices in meeting their recordkeeping obligations under the *State Records Act 1998*, which is vital in the preservation of the memory of government

for current and future generations. SARA's Government Records Repository provides commercial storage, records management, digitisation and consultancy services and generates the majority of SARA's operating revenue.

## Primary purpose of the role

Manage the end to end recruitment processes and support the process of contract extensions to assist with the development and continuation of a dedicated and well-rounded workforce.

## Key accountabilities

- Negotiate with internal and external stakeholders to facilitate a high volume of recruitment and employment applications to ensure recruitments are completed in a timely manner and are consistent with public sector procedures and regulations.
- Prepare and distribute letters of offer and employment status changes to ensure clear and accurate employment records.
- Coordinate interviews and assessments to ensure recruitment processes are conducted appropriately and that candidate care is shown at all times.
- Provide timely and accurate reports on recruitment statistics across the agencies as required.
- Provide prompt and confidential advice to staff and managers in relation to recruitment processes and the interpretation of complex HR regulations.
- Write recruitment advertisements and electronically submit them for approval in compliance with agency and e-recruitment standards to facilitate prompt recruitment processes.
- Post recruitment advertisements on a range of platforms to ensure maximum reach to potential candidates.
- Maintain accurate recruitment records in the relevant records management database to ensure compliance with recordkeeping and audit standards and as required provide administrative support for the learning and development function.

## Key challenges

- Managing all recruitment processes promptly and accurately to ensure staffing needs across the agencies are met.
- Working knowledge of the *Government Sector Employment Act, Rules and Regulations* to ensure compliance with the legislation.
- Supporting SARA and SLM's the employee value proposition to encourage candidates to apply for roles within the agencies.

## Key relationships

Who	Why
<b>Internal</b>	
Recruitment & Training Coordinator	<ul style="list-style-type: none"><li>• Receive guidance from in relation to broader human resource objectives for recruitment processes and delivery.</li><li>• Collaborate with to facilitate recruitment processed and contract extensions.</li></ul>
People & Culture Team	<ul style="list-style-type: none"><li>• Provide general support as required to assist in the achievement of business objectives.</li><li>• Develop and maintain effective working relationships.</li></ul>
Hiring Managers	<ul style="list-style-type: none"><li>• Developing and maintaining two-way communication channels with to provide high level recruitment advice and service.</li><li>• Liaise with in relation to staff employment conditions, recruitment processes.</li><li>• Provide support throughout the recruitment process.</li></ul>
Training Officer	<ul style="list-style-type: none"><li>• Work with to facilitate staff inductions.</li></ul>

Who	Why
Employees across the agency	<ul style="list-style-type: none"> <li>• Provide administrative and recordkeeping support for learning and development as required.</li> <li>• Developing and maintaining two-way communication channels with to provide high level recruitment advice and service.</li> </ul>
<b>External</b>	
Recruitment candidates	<ul style="list-style-type: none"> <li>• Liaise with to arrange interviews and assessment recruitment processes.</li> <li>• Keep abreast of the progress of recruitment processes.</li> <li>• Provide information and support as required.</li> <li>• Ensure high level of candidate care throughout the recruitment process.</li> </ul>

## Role dimensions

### Decision making

This role:

- Takes active ownership of own work.
- Has a high level of autonomy and is accountable for the delivery of work assignments and projects on time and to expectations in terms of quality, deliverables and outcomes.
- Maintains a high level of confidentiality.
- Refers to supervisor for decisions that require significant change to strategic approach; that are likely to escalate; cause undue risk; create substantial precedent; or are outside of delegations limits.
- Prioritises and manages multiple tasks and demands including matters with critical turnaround times.
- Maintains efficient lines of communication.

### Reporting line

This role reports to the Recruitment & Training Coordinator.

### Direct reports

Nil

### Budget/Expenditure

Nil

### Essential requirements

- Experience administering e-recruitment systems such as Taleo, effective word processing and computer skills, including the use of MS office software, payroll systems such as CHRIS21.
- Excellent working knowledge of public sector employment conditions and entitlements which affect recruitment.
- Willingness to work across and ability to travel to multiple work locations.




### 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](http://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
 <b>Personal Attributes</b>	Display Resilience and Courage	Intermediate
	Act with Integrity	Intermediate
	<b>Manage Self</b>	<b>Adept</b>
	Value Diversity	Intermediate
 <b>Relationships</b>	<b>Communicate Effectively</b>	<b>Adept</b>
	Commit to Customer Service	Intermediate
	Work Collaboratively	Intermediate
	Influence and Negotiate	Intermediate
 <b>Results</b>	Deliver Results	Intermediate
	<b>Plan and Prioritise</b>	<b>Intermediate</b>
	Think and Solve Problems	Intermediate
	Demonstrate Accountability	Intermediate
 <b>Business Enablers</b>	Finance	Foundational
	<b>Technology</b>	<b>Intermediate</b>
	Procurement and Contract Management	Intermediate
	Project Management	Intermediate

### Human Resources Professionals Capability Set

Capability Group	Capability Name	Level
 <b>Human Resources</b>	Talent Management	Level 2
	Organisational culture	Level 2
	Employment services	Level 2

## 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
<b>Personal Attributes</b> Manage Self	Adept	<ul style="list-style-type: none"> <li>Look for and take advantage of opportunities to learn new skills and develop strengths</li> </ul>

Group and Capability	Level	Behavioural Indicators
		<ul style="list-style-type: none"> <li>• Show commitment to achieving challenging goals</li> <li>• Examine and reflect on own performance</li> <li>• Seek and respond positively to constructive feedback and guidance</li> <li>• Demonstrate a high level of personal motivation</li> </ul>
<b>Relationships</b> Communicate Effectively	Adept	<ul style="list-style-type: none"> <li>• Tailor communication to the audience</li> <li>• Clearly explain complex concepts and arguments to individuals and groups</li> <li>• Monitor own and others' non-verbal cues and adapt where necessary</li> <li>• Create opportunities for others to be heard</li> <li>• Actively listen to others and clarify own understanding</li> <li>• Write fluently in a range of styles and formats</li> </ul>
<b>Results</b> Plan and Prioritise	Intermediate	<ul style="list-style-type: none"> <li>• Understand the team and unit objectives and align operational activities accordingly Initiate and develop team goals and plans, and use feedback to inform future planning</li> <li>• Respond proactively to changing circumstances and adjust plans and schedules when necessary</li> <li>• Consider the implications of immediate and longer-term organisational issues and how these might affect the achievement of team and unit goals</li> <li>• Accommodate and respond with initiative to changing priorities and operating environments</li> </ul>
<b>Business Enablers</b> Technology	Intermediate	<ul style="list-style-type: none"> <li>• Apply computer applications that enable performance of more complex tasks</li> <li>• Apply practical skills in the use of relevant technology</li> <li>• Make effective use of records, information and knowledge management functions and systems</li> <li>• Understand and comply with information and communications security and acceptable use policies</li> <li>• Support the implementation of systems improvement initiatives and the introduction and roll-out of new technologies</li> </ul>