

Role Description

Recruitment Advisor



Cluster	Stronger Communities
Department/Agency	NSW State Emergency Service
Division/Branch/Unit	People & Development
Location	State Headquarters
Classification/Grade/Band	Clerk Grade 7/8
ANZSCO Code	223111
Role Number	Various
PCAT Code	1224392
Date of Approval	November 2021
Agency Website	www.ses.nsw.gov.au

Agency overview

Our Mission: NSW SES saving lives and creating safer communities.

Our Vision: A trusted volunteer-based emergency service, working together to deliver excellence in community preparedness and emergency response.

The NSW State Emergency Service (NSW SES) is an emergency and rescue service made up almost entirely of volunteers and supported by a small staff contingent. NSW SES is a key influencer of other emergency service agencies and works closely with these partners to modernise and grow volunteering to save lives and protect communities

While major responsibilities are for flood, storm operations and tsunamis, the NSW SES also provides the majority of general rescue effort in the rural parts of the state. This includes road accident rescue, vertical rescue, bush search and rescue, evidence searches (both metropolitan and rural), other forms of specialist rescue that may be required due to local threats, Urban Search and Rescue and Community First Response.

Primary Purpose of the role

The Recruitment Advisor facilitates the delivery of compliant and efficient recruitment outcomes in accordance with the *Government Sector Employee Act 2013*, and manages the NSW SES establishment and workforce planning reporting.

Key accountabilities

- Coordinate the effective delivery of staff recruitment, development and evaluation of role descriptions, establishment changes and workforce planning across the agency.
- Provide timely HR advice to hiring managers on strategies relating to filling vacancies, conducting recruitment actions and preparing assessments whilst maintaining compliance with Government legislation and guidelines.

- Generate and analyse workforce planning reporting including establishment, employee and vacancy reports and gather recruitment and role/employee data for reporting purposes.
- Develop, implement and maintain recruitment and establishment procedures based on relevant legislation and contemporary HR practices and identify ways to improve recruitment processes to attract and fill roles.
- Provide support to team members to ensure recruitment and establishment transactions are completed in an accurate and timely manner and appropriate records keeping is maintained.
- Promote efficient recruitment practices to hiring managers including staff mobility and activation of talent pool opportunities.
- Manage and maintain establishment activities within appropriate delegations, to ensure integrity of the organisational structure.

Key challenges

- Managing the prioritisation of timely HR advice to hiring managers in a high work volume environment
- Maintaining currency of knowledge around NSW Government employee related legislation and guidelines
- Ensuring agency recruitment and employment related actions and decisions are compliant with Government legislation and guidelines.

Key relationships

Who	Why
Internal	
Senior Manager HR Services	<ul style="list-style-type: none"> • Provide updates, advice, information and recommendations on recruitment and establishment projects and priorities. • Liaise to obtain strategic direction and guidance on sensitive matters. • Manage and escalate issues as appropriate.
Recruitment Team	<ul style="list-style-type: none"> • Maintain effective working relationships to ensure collaboration and performance outcomes are achieved. • Manage and determine day-to-day work priorities. • Communicate strategic priorities and direction from senior management.
NSW SES Managers and staff	<ul style="list-style-type: none"> • Provide recruitment and establishment advice and information on policy, process and legislation. • Build and maintain relationships with managers to proactively identify recruitment needs and support managers in the timely completion of recruitment.
External	
Other Government Agencies and e-recruitment provider	<ul style="list-style-type: none"> • To liaise and collaborate on recruitment and establishment policy matters and processes.
General Public	<ul style="list-style-type: none"> • Provide advice on general recruitment enquiries.

Role dimensions

Decision making

The role has autonomy in managing the work of the team. The Recruitment Advisor makes decisions on matters under their direct control, including the development and delivery of recruitment and establishment services to all SES staff.

The role defers to the Senior Manager Recruitment and Workforce Strategy on more sensitive or complex matters.

Reporting line

Senior Manager Recruitment and Workforce Strategy

Direct reports

Nil

Budget/Expenditure

Nil

Essential requirements

- Demonstrated experience in the delivery of workforce planning and recruitment advice, preferably in a NSW Government sector
- Experience in generating and analysing HR reports from a HRIS system such as SAP
- Thorough knowledge of AIIMS principles and processes, and/or willingness to obtain competence within 12 months

You may be required to participate in activities to support the agency during operational or emergency responses at NSW SES locations in the state, where the requirements are within the scope of your skills, knowledge and capabilities. You may also be required to participate in an on-call roster.





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	Intermediate
	Act with Integrity	Intermediate
	Manage Self	Intermediate
	Value Diversity and Inclusion	Foundational
 Relationships	Communicate Effectively	Adept
	Commit to Customer Service	Adept
	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 Act with Integrity	Intermediate	<ul style="list-style-type: none"> • Represent the organisation in an honest, ethical and professional way • Support a culture of integrity and professionalism • Understand and follow legislation, rules, policies, guidelines and codes of conduct • Help others to understand their obligations to comply with legislation, rules, policies, guidelines and codes of conduct • Recognise and report misconduct, illegal or inappropriate behaviour • Report and manage apparent conflicts of interest
Relationships Communicate Effectively	Adept	<ul style="list-style-type: none"> • Tailor communication to the audience • Clearly explain complex concepts and arguments to individuals and groups • Monitor own and others' non-verbal cues and adapt where necessary

NSW Public Sector Capability Framework

Group and Capability Level		Behavioural Indicators
Commit to Customer Service	Adept	<ul style="list-style-type: none"> • Create opportunities for others to be heard • Actively listen to others and clarify own understanding • Write fluently in a range of styles and formats
		<ul style="list-style-type: none"> • Take responsibility for delivering high quality customer-focused services • Understand customer perspectives and ensure responsiveness to their needs • Identify customer service needs and implement solutions • Find opportunities to co-operate with internal and external parties to improve outcomes for customers • Maintain relationships with key customers in area of expertise • Connect and collaborate with relevant stakeholders within the community
Results Deliver Results	Intermediate	<ul style="list-style-type: none"> • 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
Think and Solve Problems	Intermediate	<ul style="list-style-type: none"> • Identify the facts and type of data needed to understand a problem or explore an opportunity • Research and analyse information to make recommendations based on relevant evidence • Identify issues that may hinder the completion of tasks and find appropriate solutions • Be willing to seek input from others and share own ideas to achieve best outcomes • Generate ideas and identify ways to improve systems and processes to meet user needs
Business Enablers Technology	Intermediate	<ul style="list-style-type: none"> • Apply computer applications to 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 communication security and acceptable use policies • Support the implementation of system improvement initiatives and the introduction and roll out of new technologies