ROLE DESCRIPTION

MANAGER recruitment

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| --- | --- |
| Cluster | Stronger Communities |
| Directorate | Business Unit | People & Strategy | People & Culture | Recruitment |
| Role Number | 52017426 |
| Band | RFS Level 12/13 |
| ANZSCO Code | 132311 |
| PCAT Code | 1224292 |
| Date of Approval | 8 October 2021 |
| Website | [www.rfs.nsw.gov.au](http://www.rfs.nsw.gov.au)  |

About Us

The NSW Rural Fire Service (NSW RFS) protects the community and our environment by minimising the impact of fire and other emergencies. Our shared vision is to provide a world standard of excellence in the provision of a volunteer-based community fire and emergency service.

The NSW RFS is established under the Rural Fires Act 1997 and is responsible for preventing and suppressing fires in rural fire districts, as well as being the lead agency for bush fire-fighting across the State. The agency also operates under the State Emergency and Rescue Management Act 1989. For over 100 years the NSW RFS has been a significant part of the history and landscape of NSW and is widely acknowledged as the largest volunteer fire service in the world.

Fighting fires and protecting the community from emergencies is the most visible aspect of the NSW RFS. The Service also has many responsibilities as the lead agency for bush fire management and mitigation in NSW. Working closely with other agencies, the NSW RFS responds to a range of emergencies including structure fires, motor vehicle accidents and storms that occur within rural fire districts.

**Leadership Commitment**

* Value and recognise the contribution of our people
* Create an environment where people can be at their best
* Work together to deliver the best community outcomes
* Be responsive and hold ourselves and each other to account
* Appreciate our different backgrounds and experiences make us greater

Role Purpose

Enable the attraction and selection of the best talent into the NSW RFS (right people, right time, right roles) through the provision of contemporary services and programs across the recruitment life cycle; including job design, candidate sourcing, assessment and selection, and talent pool management.

Key Accountabilities

1. Lead and manage a team to deliver recruitment practices and systems that result in timely recruitment outcomes and a positive experience for candidates and hiring managers.
2. Design and execute strategies for end-to-end recruitment across the NSW RFS to ensure the engagement of the best candidates for roles.
3. Lead the design, implementation and management of bulk recruitment programs for operational and other critical roles to ensure the NSW RFS has the requisite capability to meet community expectations and service delivery needs into the future.
4. Act as a subject matter expert on best practice recruitment and lead the development of contemporary strategies for advertising campaigns, pre-screening techniques, assessment tools and methodologies.
5. Foster and sustain strategic partnerships with external organisations, including government agencies, search firms and private entities, to proactively promote the NSW RFS and attract and secure high calibre employees.
6. Ensure fit-for-purpose recruitment practices are embedded which build confidence in recruitment decisions and appropriately balance efficiency and governance obligations.
7. Monitor, review and evaluate recruitment activities to provide evidence-based recommendations to improve outcomes.
8. Embed a purpose-driven culture and effective people management practices to drive member engagement and service delivery to the community.
9. Lead a proactive approach to the continuous improvement of work health and safety, ensuring safe systems of work and management commitment to member wellbeing
10. Lead and cultivate collaborative working relationships to deliver the best organisational and community outcomes.

Essential Requirements

* A degree or Graduate Certificate in a relevant discipline.

Key Knowledge and Experience

* Genuine appreciation and understanding of a volunteer-based community service
* Significant experience across a range of HR functions, with a focus on contemporary and value-adding end-to-end recruitment practices within complex environments.

Role Dimensions

#### Decision Making

* The incumbent is expected to comply with the Work Health and Safety Act and associated legislation in the performance of all duties.
* The role routinely makes their own decisions concerning assigned work and related matters, operating within standards, policies, procedures and relevant legislation.
* It is expected that the incumbent will research, identify, implement and validate appropriate responses to matters within their area of responsibility.
* The role seeks advice about matters that may be outside the scope of their normal activities or that might attract significant criticism or concern.

#### Reporting Line

Director People and Culture

#### Direct Reports

* Supervisor Bulk Recruitment – RFS 10/11
* Senior Advisor Recruitment – RFS 8/9
* Recruitment Officer – RFS 4/5

Key Relationships

| Who | Why |
| --- | --- |
| Internal |
| * Director
 | * Provide specialist advice, and work in close collaboration to ensure the seamless delivery of services.
 |
| * Team
 | * Lead and provide professional guidance and development to build capability and ensure consistent quality and accessible service provision.
* Set performance expectations, provide leadership, direction and support.
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| * Executive, Managers and Supervisors
 | * Provide expert advice on fit-for-purpose recruitment strategies.
* Foster effective working relationships, collaborate and create buy-in.
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| * All NSW RFS Members
 | * Develop and maintain effective working relationships and open channels of communication across the agency to effectively contribute to better outcomes for our members and the community.
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| **External** |
| * Other Government Departments and Emergency Services Agencies
 | * Ensure collaboration and cooperation in regards to capabilities and strategies.
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| * External Committees
 | * Participate as a member on a number of external committees that may vary from time to time.
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Capabilities for the Role

The [NSW public sector capability framework](https://www.psc.nsw.gov.au/workforce-management/capability-framework/the-capability-framework) describes the capabilities (knowledge, skills and abilities) needed to perform a role. ***Focus capabilities*** are considered the most important for effective performance of the role.

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| --- | --- | --- |
| Capability Group | Capability Name | Level |
|  | Display Resilience and Courage | Advanced |
| **Act with Integrity** | **Adept** |
| Manage Self | Adept |
| Value Diversity | Adept |
|  | **Communicate Effectively** | **Adept** |
| Commit to Customer Service | Adept  |
| Work Collaboratively | Adept  |
| **Influence and Negotiate** | **Adept** |
|  | **Deliver Results** | **Advanced**  |
| **Plan and Prioritise** | **Advanced**  |
| Think and Solve Problems | Adept |
| **Demonstrate Accountability** | **Adept**  |
|  | Finance | Intermediate |
| Technology | Adept  |
| Procurement and Contract Management | Intermediate |
| **Project Management** | **Adept**  |
|  | **Manage and Develop People** | **Adept**  |
| Inspire Direction and Purpose | Adept  |
| **Optimise Business Outcomes** | **Adept**  |
| Manage Reform and Change | Adept  |