

# Role Description

## Recruitment Partner



Regional  
NSW

|                            |  |
|----------------------------|--|
| Cluster                    | Regional NSW   |
| Agency                     | Department of Regional NSW   |
| Group/Division/Branch/Unit | Corporate/People/Recruitment   |
| Location                   | Various  |
| Classification/Grade/Band  | Clerk Grade 9/10   |
| Role Family                | Bespoke/People & Culture   |
| ANZSCO Code                | 223112   |
| PCAT Code                  | 1224292  |
| Date of Approval           | March 2020   |
| Agency Website             | <a href="http://www.regional.nsw.gov.au">www.regional.nsw.gov.au</a> |

### Agency overview

The Department of Regional NSW was formed in 2020 as a central agency for regional issues. The Department has responsible for building resilient regional economies and communities, strengthening primary industries, managing the use of regional land, overseeing the state's mineral and mining resources and ensuring government investment in regional NSW is fair and delivers positive outcomes for local communities and businesses.

### Primary purpose of the role

Partners with managers and executives, in providing contemporary workforce resourcing advice and solutions to support the selection and engagement of the most capable staff for a wide range of roles, and comply with the NSW Government Sector Employment Act, 2013 (GSE Act) and meet audit requirements. Provides operational support to the Manager Workforce Resourcing.

### Key accountabilities

- Partner with executives and senior managers, providing advice and project managing resourcing and recruitment processes for senior roles within the Department, including the engagement of recruitment service providers; and ensuring outcomes are delivered on time, within budget and to required KPIs
- Identify and analyse emergent issues, resourcing data and statistics, metrics and trends to inform internal mobility and workforce resourcing activities and planning; preparing reports and submissions, and present information to support executive workforce decision making
- Assist the Manager in ensuring that all workforce resourcing processes, decisions and outcomes are compliant with the NSW Government Sector Employment Act, 2013, are auditable and minimise risk
- Evaluate, engage and manage service providers, ensuring those engaged provide cost effective resourcing solutions, and collaborating with engaged providers to ensure they deliver required resourcing outcomes on time and within budget
- Provide operational leadership in the absence of the Manager by coordinating and prioritising work within the team to ensure the smooth continuation of resourcing and recruitment

operations to a consistent high quality service level

- Mentor and guide team members, building team capabilities and skills, and providing lessons learnt activities to facilitate service delivery improvements
- Lead and act as subject matter expert in people learning and culture projects to improve end to end workforce resourcing processes, systems and business tools, including the adoption of online systems to support workforce resourcing and supply
- Represent the Manager by actively participating and leading internal and external meetings and forums which focus on recruitment and people, learning and culture issues

## Key challenges

- Collaborating with senior divisional leaders to develop pro-active workforce resourcing approaches aligned with strategic workforce plans
- Managing multiple projects, including supporting and facilitating system improvements within the team to ensure resourcing processes and tools reflect current best practice

## Key relationships

| Who  | Why   |
|--|---|
| Internal   |   |
| Manager, directors and managers within PLC                 | <ul style="list-style-type: none"><li>• Contribute to the development of workforce planning, mobility and recruitment for the department</li><li>• Receive guidance and discuss priorities and provide regular updates on key issues and progress</li></ul> |
| Internal client group                                      | <ul style="list-style-type: none"><li>• Provide resourcing information, guidance and advice, ensuring legislative and policy compliance</li></ul>   |
| Team   | <ul style="list-style-type: none"><li>• Provide guidance and support to team members, develop team capabilities</li></ul>   |
| Who  | Why   |
| External   |   |
| Consultants, contractors and recruitment service providers | <ul style="list-style-type: none"><li>• Collaborate with to deliver effective, targeted recruitment services and outcomes, monitor performance against agreed objectives</li></ul>  |
| Other Government Organisations                             | <ul style="list-style-type: none"><li>• Understand government policy, process and guidelines relating to HR, recruitment, mobility and capability development</li></ul>   |

## Role dimensions

### Decision making

- The role has autonomy to deliver advice and services and to change priorities within approved business plans, under the general direction of the Manager
- Has autonomy to determine own work priorities and guide team members under its control to ensure delivery of project outcomes

## Reporting line

Manager

## Direct reports

5 Direct reports

## Budget/Expenditure

Nil

## Capabilities for the role

The [NSW public sector capability framework](#) describes the capabilities (knowledge, skills and abilities) needed to perform a role. There are four main groups of capabilities: personal attributes, relationships, results and business enablers, with a fifth people management group of capabilities for roles with managerial responsibilities. These groups, combined with capabilities drawn from occupation-specific capability sets where relevant, work together to provide an understanding of the capabilities needed for the role.

## 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        |
|  | Display Resilience and Courage      | Adept        |
|  | <b>Act with Integrity</b>           | <b>Adept</b> |
|  | Manage Self                         | Adept        |
|  | Value Diversity                     | Intermediate |
|  | Communicate Effectively             | Advanced     |
|  | <b>Commit to Customer Service</b>   | <b>Adept</b> |
|  | <b>Work Collaboratively</b>         | <b>Adept</b> |
|  | Influence and Negotiate             | Intermediate |
|  | <b>Deliver Results</b>              | <b>Adept</b> |
|  | Plan and Prioritise                 | Intermediate |
|  | Think and Solve Problems            | Adept        |
|  | <b>Demonstrate Accountability</b>   | <b>Adept</b> |
|  | Finance                             | Intermediate |
|  | <b>Technology</b>                   | <b>Adept</b> |
|  | Procurement and Contract Management | Intermediate |



| <b>Project Management</b>            | <b>Adept</b> |
|--------------------------------------|--------------|
| Manage and Develop People            | Intermediate |
| <b>Inspire Direction and Purpose</b> | <b>Adept</b> |
| Optimise Business Outcomes           | Intermediate |
| Manage Reform and Change             | Intermediate |

## Focus capabilities



*Focus capabilities* are the capabilities considered the most important for effective performance of the role. These capabilities will be assessed at recruitment.

The focus capabilities for this role are shown below with a brief explanation of what each capability covers and the indicators describing the types of behaviours expected at each level.


## FOCUS CAPABILITIES

| Capability group/sets  | Capability name   | Behavioural indicators   | Level |
|--|---|--|-------|
| <br>Personal Attributes | <b>Act with Integrity</b><br>Be ethical and professional, and uphold and promote the public sector values                       | <ul style="list-style-type: none"> <li>• Represent the organisation in an honest, ethical and professional way and encourage others to do so</li> <li>• Act professionally and support a culture of integrity</li> <li>• Identify and explain ethical issues and set an example for others to follow</li> <li>• Ensure that others are aware of and understand the legislation and policy framework within which they operate</li> <li>• Act to prevent and report misconduct and illegal and inappropriate behaviour</li> </ul>   | Adept |
|  | <b>Commit to Customer Service</b><br>Provide customer-focused services in line with public sector and organisational objectives | <ul style="list-style-type: none"> <li>• Take responsibility for delivering high-quality customer-focused services</li> <li>• Design processes and policies based on the customer's point of view and needs</li> <li>• Understand and measure what is important to customers</li> <li>• Use data and information to monitor and improve customer service delivery</li> <li>• Find opportunities to cooperate with internal and external stakeholders to improve outcomes for customers</li> <li>• Maintain relationships with key customers in area of expertise</li> </ul> Connect and collaborate with relevant customers within the community | Adept |
| <br>Relationships     | Collaborate with others and value their contribution  | <ul style="list-style-type: none"> <li>• Encourage a culture of recognising the value of collaboration</li> <li>• Build co-operation and overcome barriers to information sharing and communication across teams/units</li> <li>• Share lessons learned across teams/units</li> <li>• Identify opportunities to work collaboratively with other teams/units to solve issues and develop better processes and approaches to work</li> </ul>   | Adept |

## FOCUS CAPABILITIES

| Capability group/sets  | Capability name   | Behavioural indicators   | Level |
|--|---|--|-------|
| <br>Results             | <b>Deliver Results</b><br>Achieve results through the efficient use of resources and a commitment to quality outcomes               | <ul style="list-style-type: none"> <li>• Seek and apply specialist advice when required</li> <li>• Complete work tasks within set budgets, timeframes and standards</li> <li>• Take the initiative to progress and deliver own work and that of the team or unit</li> <li>• Contribute to allocating responsibilities and resources to ensure the team or unit achieves goals</li> <li>• Identify any barriers to achieving results and resolve these where possible</li> <li>• Proactively change or adjust plans when needed</li> </ul>  | Adept |
|  | <b>Demonstrate Accountability</b><br>Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines | <ul style="list-style-type: none"> <li>• Assess work outcomes and identify and share learnings to inform future actions</li> <li>• Ensure that actions of self and others are focused on achieving organisational outcomes</li> <li>• Exercise delegations responsibly</li> <li>• Understand and apply high standards of financial probity with public monies and other resources</li> <li>• Identify and implement safe work practices, taking a systematic risk management approach to ensure health and safety of self and others</li> <li>• Conduct and report on quality control audits</li> <li>• Identify risks to successful achievement of goals, and take appropriate steps to mitigate those risks</li> </ul> | Adept |
| <br>Business Enablers | <b>Technology</b><br>Understand and use available technologies to maximise efficiencies and effectiveness                           | <ul style="list-style-type: none"> <li>• Demonstrate a sound understanding of technology relevant to the work unit, and identify and select the most appropriate technology for assigned tasks</li> <li>• Identify opportunities to use a range of technologies to deliver effective messages</li> <li>• Understand, act on and monitor compliance with information and communications security and use policies</li> <li>• Identify ways to leverage the value of technology to achieve team/unit outcomes, using the existing technology of the business</li> <li>• Support compliance with the records, information and knowledge management requirements</li> </ul>  | Adept |

## FOCUS CAPABILITIES

| Capability group/sets  | Capability name   | Behavioural indicators   | Level |
|--|---|--|-------|
| <br>Business Enablers | <b>Project Management</b><br>Understand and apply effective planning, coordination and control methods      | <ul style="list-style-type: none"> <li>• Understand all components of the project management process, including the need to consider change management to realise business benefits</li> <li>• Prepare clear project proposals and accurate estimates of required costs and resources</li> <li>• Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements</li> <li>• Identify and evaluate risks associated with the project and develop mitigation strategies</li> <li>• Identify and consult stakeholders to inform the project strategy</li> <li>• Communicate the project's objectives and its expected benefits</li> <li>• Monitor the completion of project milestones against goals and take necessary action</li> <li>• Evaluate progress and identify improvements to inform future projects</li> </ul> | Adept |
|  | <b>Inspire Direction and Purpose</b><br>Communicate goals, priorities and vision and recognise achievements | <ul style="list-style-type: none"> <li>• Promote a sense of purpose within the team and enable others to understand the strategic direction of the organisation</li> <li>• Translate broad goals into operational needs and explain the links for the team</li> <li>• Link team performance goals to team/unit goals to ensure implementation of government policy</li> <li>• Ensure team objectives and outcomes lead to implementation of government policy</li> <li>• Recognise and acknowledge high individual/team performance</li> </ul>   | Adept |