



Recruiter

Position Description

Position Title:	Recruiter
Responsible Unit:	State Support Office
Position Reports to:	Recruitment Coordinator
Managerial Responsibility for:	None
Base Location:	Lewisham
Primary Position Objective:	The Recruiter is primarily responsible for facilitation of recruitment services across the various projects and provides timely and effective support to the recruitment requirements of the program. The role will also ensure that screening and compliance documentation is complete and maintained.

St Vincent de Paul Society NSW

The St Vincent de Paul Society NSW is a member and volunteer based organisation that has been assisting people experiencing disadvantage in NSW for more than 130 years.

The Society was founded in France in 1833 by 20 year-old Frederic Ozanam, who wanted to eradicate poverty and disadvantage. The Society came to NSW in 1881 and now has around 16,000 members and volunteers and 1,400 staff. Our local member networks, referred to as Conferences, are present in over 420 communities across NSW.

The St Vincent de Paul Society NSW is a leading provider of community support services and has close to 100 Special Works in the areas of homelessness, mental health, disability, financial counselling, supported accommodation, food provision, refugees and migrants and addiction counselling.

Department Overview

The Human Resources Department is responsible for meeting the Human Resources needs of the Society and over 1,800 employees across NSW engaged in the Retail Operations, Homeless, Addiction, Disability, Family, Childcare and Support Services, as well as and State and Central Council employees. HR provides the foundations and infrastructure for the Society to achieve its objectives by managing the employment relationship with people throughout the employment lifecycle.

Duties and Responsibilities

Recruiter is responsible for meeting the staffing needs of SVDP project or high volume recruitment and work collaboratively with other HR Operations team members to achieve recruitment targets and select quality candidates for programs across SVDP. The Recruiter will ensure candidates are effectively screened, shortlisted and booked for the Assessment Centres and Interviews in line with the role requirements and essential criteria.

Responsibilities include, but are not limited to:

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Recruitment

- Shortlist candidates based on the essential criteria
- Phone screening shortlisted candidates
- Book shortlisted candidates for Assessment centers and/or interviews
- Assessment Centre/Interview preparation and coaching of the candidates
- Be a point of contact for candidates and manage communication and feedback to them
- Provide unsuccessful applicants with feedback
- Document verification
- Complete Reference checks
- Provide updates and feedback on applications to the Recruitment team
- Obtain approvals from hiring managers
- Liaise with managers to discuss specific recruitment, prescreening requirements and as required administrative assistance during the recruitment process
- Active candidate sourcing as required

Managing Information

- Maintain accurate recruitment data
- Maintain security and confidentiality of all employee records, job applications and personal employee and Society issues at all times
- Maintain accurate data in the recruitment system, update candidate statuses.

Building Relationships

- Throughout interactions with candidate, build engagement with the society
- Develop and maintain effective collaboration with HR operations team, hiring managers and other stakeholders.
- Develop and maintain effective collaborative partnerships with external stakeholders.
- Participate where appropriate in external conferences, workshops, career fairs, open days and etc.

Positive Culture

- Embrace and actively demonstrate the mission and vision of the Society, ensuring that providing a 'hand-up' is evident in all that you do.
- Demonstrate professionalism and adopt high ethical and professional standards.
- Be an advocate and champion of ongoing development of team's capabilities.
- Contribute to a workplace culture that is respectful, non-judgmental, and inclusive and which promotes and upholds human rights at all times.
- Actively demonstrate our organizational values, as outlined in the Society's Code of Conduct.

Essential Criteria

- Demonstrated experience in recruitment processes in a high volume recruitment environment
- Experience working in recruitment systems like Scout, Page up and social media channels like LinkedIn
- Strong communication skills both written and verbal
- Excellent customer service skills
- Prioritizing of work activities and meeting necessary deadlines;
- Excellent attention to detail, flexibility with changing priorities and strong multi-tasking
- Demonstrated ability to work collaboratively in teams to achieve outcomes.
- Exceptional organisational, administrative and time management skills.
- A commitment to and understanding of the Vision, Mission and Values of the St Vincent de Paul Society and ability to maintain an ethical and inclusive approach.

Desirable Skills

- Demonstrated understanding of the community services or disability sector
- Qualifications in Human Resource management or similar

The St Vincent de Paul Society is an Equal Employment Opportunity Employer