

Position Description

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| Position title | Human Resource (HR) Recruitment Partner (Early Childhood) |
| Team | Human Resources Team |
| Classification | Fulltime ongoing |

Position purpose

The HR Recruitment Partner (Early Childhood) is one of multiple roles in the Anglican Diocesan Services (ADS) HR Team. The role is focused on partnering with Early Childhood Education and Care (ECEC) Directors and recruiting managers in Anglicare and ADS, taking lead responsibility for recruitment and administration in ADS and the agencies ADS supports.

Position description

Reporting to the HR Services Team Leader, the HR Recruitment Partner (Early Childhood) will work closely with ECEC Directors, recruiting managers, and supervisors to ensure the HR recruitment process operates efficiently and effectively while overseeing the entire process.

Primary responsibilities

- Partner with ECEC Directors, recruiting managers and supervisors to understand recruitment requirements, attract, source and engage the best candidates
- Maintaining staffing and recruitment data and producing workforce planning reports to inform strategic decision-making
- Keeping track of recruiting metrics and providing quarterly reports to inform recruitment strategies and outcomes
- Reviewing and updating recruitment policies and procedures for best practice and to meet client needs
- Ensuring a positive experience in recruitment for internal and external stakeholders (including applicants) by leading the recruitment process, including:
 - Liaising with recruiting managers and supervisors advising on best practices in relation to recruitment opportunities
 - Liaising with external recruitment advertising agencies and personality and behavioural assessment providers to recruit and select staff efficiently and effectively
 - Posting recruitment opportunities to the external recruitment agency websites
 - Using online channels like social media and professional networks to find potential candidates
 - Assisting recruiting managers to process job applications and respond to queries

- Reviewing and shortlisting applicants, conducting initial phone screen to assess suitability
- Coordinating personality and behavioural assessments for shortlisted applicants, providing managers advice on the progress of reports, organise and attending debriefs as required
- Participating as part of the selection panel when required
- Liaising with unsuccessful candidates to provide feedback where required
- Providing advice and support on the development of position descriptions and job advertisements to all supported agencies
- Facilitate and participate in recruitment initiatives and events to promote the organisation's brand
- Ensuring the Human Resource Information Systems are up to date

Key skills and experience

- 5+ years' experience in a recruitment role
- Proven ability to interpret awards and industrial instruments
- Relevant qualifications or experience in human resource management
- Proven communication and interpersonal skills
- Demonstrated administration skills
- Established conflict management and resolution skills

Key personal attributes

- Energetic and enthusiastic about recruitment work
- High level of emotional intelligence
- A connection with the Christian Mission of ADS

Other requirements

The HR Recruitment Partner (Early Childhood) is required to:

- Abide by the ADS Code of Conduct.
- Attend mandatory and other training as required.
- Participate in and promote continuous quality improvement processes.
- Promote an environment that is culturally safe and strengths-focused.

The HR Recruitment Partner (Early Childhood) must possess a:

- Valid and current NSW / ACT Driver's Licence.
- Valid and current NSW Working with Children and ACT Working with Vulnerable People accreditation.
- Satisfactory Police and criminal history checks conducted by ADS.

Desirable criteria

- Professional membership of the Australian Human Resource Institute

Reports to: HR Services Team Leader – direct
Director of Human Resources – indirect

Key relationships Anglican Diocesan Services
Anglicare NSW South, NSW West, ACT
Early Childhood Education and Care (ECEC)