



Position Details

Position title:	Recruitment & Employee Experience Advisor
Award Classification:	Band 7
Department:	People Culture and Safety
Division:	Organisational Capability and Experience
Date Approved:	March 2025
Approved By:	Chief People Officer

Organisational Relationships:

Reports To:	Head of Recruitment, Workforce Systems and Experience
Supervises:	N/A
Internal Stakeholders:	Council Employees and Managers, Executive Team and Councillors
External Stakeholders:	Residents, members of the public, government representatives, Statutory Authorities, clients, suppliers, consultants and Contractors.

Position Objectives

The Recruitment and Employee Experience Advisor is a critical role within council to further develop, refine and provide talent solutions for roles across council whilst also increasing the capability of our people leaders through training and various support requirements.

Reporting to the Head of Recruitment, Workforce Systems and Experience, this role will take the lead on Organisational Recruitment and works in collaboration with functions across People, Culture & Safety (PC&S) Department to drive continuous improvement in both the Employee Experience and our Employer Value Proposition.

This role will also take ownership of significant recruitment contracts and be the key point of contact and administrator for external providers.

As a member of the PC&S Department, the position provides specialist Recruitment advice and recruitment services to the City of Port Phillip's leaders, while ensuring the efficient and high-quality administration of all recruitment activities.

Our values

Working together
Performance

Creative and strategic thinking
Courage and integrity

Personal growth
Accountability, Community First

Key Responsibilities and Duties

- Deliver and facilitate Recruitment on roles across the council as required including full sourcing and providing end to end support for hiring managers.
- Lead on organisational projects related to Recruitment and Employee Experience.
- Maintain and drive continuous improvement for our Employer Value Proposition, with the support of the Head of Recruitment, Workforce Systems and Experience.
- Maintain and ensure council policy and procedures are met within current legislation
- Continually review council procedures and processes, seeking efficiencies and enhancements to elevate hiring manager experience.
- Support and lead on the management of councils external Recruitment Contracts.
- Develop, implement and deliver key training both 1:1 and in group environments to enhance our hiring strategies and the broader Employee Experience.
- Draft, review and lead the evaluation of position descriptions in accordance with legislative requirements.
- Provide support on Recruitment and onboarding administration tasks as required, including but not limited to job posting, contract generation and pre-employment checks.
- Support and facilitate where required the employee (prospective & current) experience throughout the onboarding process.
- Provide recruitment data reporting and tracking of key recruitment metrics
- Provide high quality support to council's leadership team within function.

Accountability and Extent of Authority

- Ability to work independently and make decisions on best approaches to candidate resourcing plans for individual departments.
- Provide specialist recruitment advice, guidance and support across the organisation and assist in workforce planning and the development, maintenance and implementation of recruitment strategies and initiatives
- Accountable for ensuring the organisations policies and legal obligations pertaining to recruitment, procurement, the Fair Work Act and the Councils Enterprise Agreement are met.
- Ensure that the Council's recruitment processes and systems are of a high professional standard which promote the City of Port Phillip as an inclusive employer of choice.

Judgement and Decision Making

- Provide specialist advice and support within guidelines on the more difficult and challenging recruitment and selection processes.

- High level problem solving, risk management and initiative, relevant to the seniority and specialist/ advisory nature of the role.
- Identify and develop improvements to current practices for approval and implementation.
- Ability to work in an environment in which guidance is usually but not always on hand for significant and complex issues.

Specialist Skills and Knowledge

- Advanced experience in end-to-end sourcing for roles within a high-volume and complex recruitment environment both within agency and Internal environments.
- Experience within all stages within the Employee Lifecycle in multi-discipline environments
- Ability to represent council to external candidates and work within high volume environments
- Demonstrated ability to act as an internal consultant within the organisation and provide services that meet the needs and expectations of customers.
- Ability to provide specialist support and attraction methods to hiring managers and wider leadership teams.

Management Skills

- Ability to manage own time, plan and organise own and / or others work and / or resources at an intermediate level.
- Maintain concentration, attention to detail and workflow whilst managing regular interruptions.
- Experience in managing projects and change within a complex organisational environment.
- Ability to achieve goals regardless of conflicting pressures
- Support on implementation and enforcement of Policy relating to Recruitment and Selection.

Interpersonal Skills

- Excellent verbal and written communication skills, including the ability to prepare contracts of employment, recommendations, policies and procedures.
- Proven listening, coaching, influencing skills regardless of management level
- Demonstrated ability to work constructively as part of a team in a busy environment as well as working autonomously, as necessary
- Ability to gain co-operation and support from candidates and external providers

Qualifications and Experience

- Degree or diploma in HR, OD, business or other relevant discipline and relevant experience in a similar environment; or lesser formal qualifications with more extensive and diverse relevant experience within a Recruitment / HR / OD team.
- Significant experience in talent acquisition and end to end recruitment at both an operational and strategic level, preferably in the public sector.
- Demonstrated successful experience in developing and implementing recruitment policies, processes and systems with a focus on customer service, candidate care and continuous improvement.
- Demonstrated successful experience in the utilisation of contemporary recruitment tools and techniques

Child-Safe Standards

- Maintain a child safe culture at City of Port Phillip by understanding and activating your role in preventing, detecting, responding and reporting suspicions of child abuse to the relevant authorities by adhering to relevant City of Port Phillip policies and relevant legislation.

Occupational Health and Safety Responsibilities

- All employees of City of Port Phillip are responsible for maintaining and ensuring the OHS programs in their designated workplace as required by the Occupational Health and Safety Act 2004. Where applicable this includes taking every reasonably practicable step to ensure the health and safety of employees, contractors, visitors, and members of the public through identifying hazards, assessing risk, and developing effective controls within the area of responsibility and by adhering to relevant City of Port Phillip policies and legislation. Our leaders are responsible for championing and enhancing safety in our organisation.

Diversity and Equal Employment Opportunity

- The City of Port Phillip welcomes people from diverse backgrounds and experiences, including Aboriginal and Torres Strait Islander peoples, people from culturally and linguistically diverse (CALD) backgrounds, LGBTIQ+, people with disability, as diversity and inclusion drives our success. Our leaders are responsible for championing and enhancing diversity and inclusion in our Organisation and City.

Security Requirements and Professional Obligations

Pre-employment screening will apply to all appointments.

Prior to a formal letter of offer, preferred applicants will be asked to provide:

- Evidence of mandatory qualifications/registrations/licences,
- Sufficient proof of their right to work in Australia
- Sufficient proof of their identity.
- Complete a National Police Check completed **via** City of Port Phillip's Provider.
- Evidence of a Working with Children Check (employee type with City of Port Phillip registered as the organisation).

Key Selection Criteria

- Proven experience within Internal and/or External Recruitment environments
- Demonstrated ability to develop sourcing strategies in complex and diverse recruitment environment.
- Commitment to continuous improvement and the ability to think systemically to identify opportunities for optimising processes, procedures and customer service
- Demonstrated ability to act as an internal consultant within in a fast paced, complex environment, and provide services that meet stakeholder needs
- Ability to lead and mentor employees.
- Experience working with Sourcing tools such as LinkedIn Recruiter, Seek Talent Search and HRIS Systems
- Well-developed interpersonal and communication skills, including preparing correspondence and reports, and maintaining records of a confidential and sensitive matter.
- Proven attention to detail, with the ability to manage and progress a range of different issues simultaneously and meet tight deadlines, prioritising requests from a broad range of customers.

City of Port Phillip celebrates a vibrant and diverse work environment and community, which includes people of Aboriginal and/or Torres Strait Islander background, people of diverse sexual orientation and gender, people from culturally and linguistically diverse backgrounds and people of varied age, health, disability, socio-economic status, faith and spirituality. Employees are able to develop both professionally and personally whilst planning and delivering a range of important services and programs to the community.