

Position Description

POSITION DETAILS	
Position Title	Recruitment Coordinator
Position Classification	Band 2
Department & Business Unit	Corporate Services - People & Culture
Manager	People & Culture Manager
Organisational Context	<p>RSPCA Victoria is a non-government, community-based, not-for-profit organisation whose vision is 'ending cruelty to all animals'. We are Victoria's best-known and most respected animal welfare organisation.</p> <p>Our organisation's purpose is, with the community, to achieve outstanding animal welfare through education, advocacy, and animal care and protection. RSPCA Victoria's values – clarity and accountability, respect and consideration, and expertise and collaboration – set clear expectations for all our staff and volunteers as they work together, and with the community.</p>
Position Purpose	The Recruitment Coordinator is responsible for partnering with hiring managers to establish and implement effective recruitment strategies to attract talent and enable quality hiring decisions.

POSITION RESPONSIBILITIES
<ul style="list-style-type: none"> • Partner with client groups to ensure that they have the right resources at the right time to achieve their strategic and operational objectives. • Coordinate multiple end-to-end recruitment processes simultaneously, including arranging the initial job brief, advertising, shortlisting, conducting individual and group interviews and facilitating pre-employment/volunteering checks. • Maintain the employee recruitment systems, including overseeing the position requisition process, distributing correspondence to candidates and maintaining candidate records. • Provide support to hiring managers in establishing effective recruitment strategies to attract talent and enable quality hiring decisions. • Actively promote equal opportunity and diversity in all areas of recruitment, ensuring a fair and transparent recruitment process for call candidates. • Contribute to the management and implementation of projects and continuous improvement initiatives in accordance with the People and Culture business plan. • Contribute to a positive and inclusive work environment by effectively communicating and working collaboratively with peers across all departments, and consistently behaving in accordance with the RSPCA Victoria values and associated policies. • Takes reasonable care for the safety of oneself and others, whilst contributing to safe work practices at RSPCA Victoria by knowing and complying with all WH&S policies and procedures.



POSITION CAPABILITIES		
Capability	Level	Description
People Leadership	Active Contribution	Supports their team and actively contributes to the achievement of team goals.
Activity & Results Focus	Quality, Safety & Detail	Works in an organised and efficient way to achieve aims and provides feedback on safety and process improvements.
Knowledge & Communication	Listens & Shares	Communicates factual and relevant information at the right time and asks questions to gain clarity before acting.
Relationships	Respectful & Cooperative	Maintain respectful, cooperative relationships within teams and others in line with our values and team goals.
Personal Leadership	Resilience, Wellbeing & Growth	Consistently acts in accordance with RSPCA Victoria's values; Maintains personal wellbeing and resilience; self-aware, open to feedback, displays a willingness to grow and change.
Technical	Recruitment	Thorough understanding of recruitment related legislation and practices, including the ability to apply effective strategies to attract talent and enable quality hiring decisions whilst providing an engaging candidate experience.

POSITION REQUIREMENTS	
Required	<ul style="list-style-type: none"> • Previous experience in a similar employee or volunteer recruitment role that requires strong administration and organisational skills. • High level literacy, numeracy and problem-solving skills, including intermediate computer skills (including use of Microsoft Office Excel, Word and PowerPoint). • Ability to work in a fast paced and challenging work environment. • Demonstrated experience working collaboratively in a team environment.
Recruitment Requirements	<ul style="list-style-type: none"> • National Police Check • Valid driver's license

