



Recruitment Specialist - POSITION PROFILE

PART A: POSITION DESCRIPTION

Position Title:	Recruitment Specialist	Location:	Frenchs Forest
Group:	People	Reports to:	Inclusion & Recruitment Manager

Organisation Purpose

Vision	Mission	Values
The best opportunities for people on the autism spectrum	We develop person-centred solutions which are flexible, responsive and evidence-informed with people of all ages on the autism spectrum	We are passionate about people, about being positive and about what's possible

Team Purpose

To partner with the organisation to deliver effective people management solutions that add value and respond to changing business needs.

Position Purpose

The focus of this role is to source and manage diverse talent pipelines aligned with Aspect's strategic workforce plan, and to educate and support hiring managers in delivering best practice inclusive recruitment processes.

Outcomes

Key Result Area:	Requirements & Expectations	Success Indicators
Recruitment procedures, systems	<ul style="list-style-type: none"> Implement strategic, data informed recruitment strategies to source and attract candidates via a variety of search techniques, such as 	<ul style="list-style-type: none"> EVP evident and consistent through all recruitment

and practices	<p>social media, job boards, networks and referrals.</p> <ul style="list-style-type: none"> • Create and manage talent pools and a talent pipeline of suitable candidates, aligned to Aspect Strategic Workforce Plan • Provide advice and training to managers on recruitment and selection processes and techniques • Partner with managers to create a recruiting and interview plan for each position, and provide support through the recruitment process as needed including long or short listing, interviewing and candidate management • Monitor and ensure timely communication to candidates at each stage • Support managers to achieve Aspect's strategic goal of increasing the number of staff who identify as being on the autism spectrum. • Identify and provide accommodations to ensure inclusive recruitment processes for a diverse talent pool with differing backgrounds and needs 	<p>activities</p> <ul style="list-style-type: none"> • New recruitment channels tested and utilised as appropriate • Respond on a timely basis to every recruitment request • KPIs are achieved
Relationships and Stakeholder Engagement	<ul style="list-style-type: none"> • Work collaboratively with Aspect hiring managers to fulfil the team's role as an internal service provider. • Develop and maintain a strong customer service ethos and demonstrate best practice candidate experience management • Support Recruitment Manager in building partnerships with external organisations e.g. universities, disability employment agencies etc. 	<ul style="list-style-type: none"> • Positive feedback from managers, HRBPs and candidates about the recruitment process and communication to them
Recruitment Projects	<ul style="list-style-type: none"> • Support Recruitment Manager in identifying opportunities for utilising broader sourcing channels and building partnerships to build talent pipelines • Support the implementation of and transition to a new Applicant Tracking System • Contribute to the continuous improvement of processes and activities • Provide support in various Recruitment projects as needed, including analysis, research, communications and reporting 	<ul style="list-style-type: none"> • Recruitment project outcomes delivered within agreed timeframes • Processes are efficient and effective
Work Health, Safety & Welfare Requirements	<p>It is a requirement for all staff to:</p> <ul style="list-style-type: none"> • Take reasonable care for their own health and safety • Comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with 	<ul style="list-style-type: none"> • Low or no reported incidents in work environment • Work, Health & Safety matters are included as part of regular meetings

	legislative requirements <ul style="list-style-type: none"> • Report unsafe conditions or practices, and make suggestions to their manager on improving work, health & safety at Aspect. • Exercise duty of care in the health, safety and welfare of pupils and ensure they are treated with dignity and respect • Participate in the staff consultation process about work health & safety matters 	<ul style="list-style-type: none"> • Identified hazards, issues or risks are evaluated and appropriate management controls applied
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PART B: POSITION CRITERIA

Knowledge & Experience (essential)	<ul style="list-style-type: none"> • Experience in a HR generalist or recruitment role which has included strategic sourcing in competitive talent markets and proactively building & managing talent pipelines. • Strong written communication and job advertisement drafting skills • Experience building relationships and working in partnership with internal and external stakeholders • Advanced skills in e-recruitment and online job-board systems and social media networking sites • Interest in process improvement • Passion for implementing innovative inclusive recruitment strategies to support diverse applicant needs
Knowledge & Experience (desirable)	<ul style="list-style-type: none"> • Strategic sourcing experience in the Education, Not-for-profit or Allied Health sectors (ideally therapists including Occupational Therapists, Speech Pathologists and Psychologists) • Experience implementing targeted diversity strategies and inclusive recruitment processes • Easy English
Qualifications	<ul style="list-style-type: none"> • Tertiary qualifications in Human Resources, Business, or other relevant field
Job Requirements (Essential)	<ul style="list-style-type: none"> • Working with Children Check clearance (NSW) • Completion of NDIS Worker Orientation Module • National Police Check Clearance

PART C: APPROVED BY

Position Approved by: _____ (Date) _____

PART D: ACKNOWLEDGEMENT OF INCUMBENT

I have read and understood the requirements of the position
Name: _____ (Date) _____