

POSITION DESCRIPTION

Date	October 2021
Position Title	Recruitment Co-ordinator
Division	People & Culture
Reports to	Executive Manager, People & Culture

SECTION 1

Mission, Vision and Values

Mission: - To deliver the highest quality healthcare experience for patients

Vision: - To be the preferred choice of Doctors, Staff and Patients, recognised for the provision of high-quality medium acuity surgical services and palliative care.

Values: Bethesda Health Care is committed to and promotes the following values:

- Teamwork – we create an environment of unity and togetherness.
- Respect – we recognise and acknowledge the uniqueness and value of every individual.
- Integrity – we demonstrate honesty and trust.
- Compassion – we work to express God’s love through a caring expression of kindness, tolerance and tenderness.
- Excellence – we excel in all that we do so that we can promote the mission of our hospital.
- Professionalism – we have pride in the high level of care and service we offer.

Staff are expected to demonstrate these values in the way they work and to live the positive behaviours as described in the Bethesda Health Care Code of Conduct and to contribute to and promote the positive working culture of the organisation.

SECTION 2

Position Summary and Role Purpose

The purpose of the position is to provide end to end best practice recruitment support for the Bethesda Clinic due to open in September 2022. The role is responsible for the delivery of a comprehensive, well documented, and quality-controlled recruitment process, ensuring recruitment of suitably qualified and experienced clinical and non-clinical staff. The role includes engagement with stakeholders to assist in identifying effective sourcing strategies and supporting the Executive Manager from time-to-time on implementation of strategic talent initiatives.

SECTION 3

Key Working Relationships

INTERNAL	EXTERNAL
Executive Team	Suppliers
Hiring Managers	Recruitment Agencies
Department Managers	Candidates
All Staff	

SECTION 4

Key tasks, Responsibilities, Outcomes and Activities

Key Responsibilities:

- End to end recruitment including development of position descriptions, approvals, job briefs, drafting and posting advertisements, sourcing of candidates, shortlisting, behavioural interviews (when required), arranging pre-employment due diligence (reference checking, pre-employment medicals), offer process and feedback to candidates
- Execute the recruitment process proactively communicating progress and managing expectations throughout the process
- Work collaboratively with Recruitment Agencies on recruitment activities as required
- Support as needed non-local recruitment including coordination of relocation and VISA approvals if required
- Maintain the recruitment tracker/s including updating onboarding progress and subsequent reporting as required
- Providing quality candidate care and ensuring regular communication and feedback
- Maintain recruitment files and pre-employment documentation in line with policies and processes
- Support when required, preparation of employment contracts and new starter packs, including coordination of onboarding
- Where relevant, support proactive sourcing and talent pipelining practices
- Support the recruitment strategy and keep abreast of external market intelligence

SECTION 5

Health, Safety and the Environment

- Adhere to policies, procedures and standard operating procedures.
- Report incidents, hazards and injuries
- Use personal protective equipment as required and directed.
- Raise OSH issues with OSH representative/s
- Promote a safe work environment by assessing the work environment and not misusing or bypassing systems of equipment.
- Perform hand hygiene

SECTION 6

Quality and Risk

- Record initiatives and issues in Riskman
- Abide by Bethesda Health Care's Code of Conduct, Work, Health and Safety legislation, Equal Opportunity Act
- Complete mandatory training and participate in development reviews

SECTION 7

Partnering with the Consumer

- Acknowledging patients, responding to general non-clinical queries, providing assistance as appropriate, encouraging the use of formal feedback systems

SECTION 8
Selection Criteria

Qualifications
<ul style="list-style-type: none"> ▪ Current Police Check. (no more than 6 months old) ▪ Qualifications in Human Resources or similar desirable but not essential
Knowledge
<p>Essential</p> <ul style="list-style-type: none"> ▪ Demonstrated knowledge of resourcing best practice and procedures including recruitment and onboarding ▪ Data management of recruitment tracker and reporting <p>Desirable</p> <ul style="list-style-type: none"> ▪ Health care environment or similar industry knowledge ▪ Analytics and Reporting
Skills
<ul style="list-style-type: none"> ▪ Highly developed verbal and written communication skills ▪ Ability to engage effectively with stakeholders including Hiring Managers and candidates ▪ Ability to deliver highest quality of candidate care with focus on business and candidate outcomes ▪ Work well under pressure with strong organisational, planning and time management skills ▪ Accuracy and attention to detail ▪ Proficiency using MS Office, recruitment portals and online collaboration tools
Experience
<p>Essential</p> <ul style="list-style-type: none"> ▪ Experience in recruitment or similar HR role ▪ Working knowledge of HR recruitment databases <p>Desirable</p> <ul style="list-style-type: none"> ▪ Health industry experience

SECTION 9
Acceptance of Position Description

Employee

Date

Manager

Date