

Employment

Position Description

- Position:** Manager - Recruitment
- Award:** Lyndoch Living (Health and Allied Services, Managers and Administrative Officers) Enterprise Agreement 2016 -2020
- Classification:** As per Enterprise Agreement
- Status:** As per contract of employment
- Qualifications & attributes:**
Tertiary Qualifications in Human Resources or Business. Demonstrated recruitment and/or generalist human resources professional experience.

Position Objective(s)

To lead the delivery of best practice workforce planning, recruitment and on-boarding services to ensure current and future workforce needs are achieved.

Lyndoch Living Vision

By recognising each person for the individual they are, we will strive to provide them with the specific services, care and support they need to enjoy a lifestyle that is their own – dignified, engaging, fulfilling and rewarding.

The Lyndoch Way

To support a positive work environment and culture that we believe will best fit the future we are strategically planning for, “nine pillars” have been identified.

One Team

We value and recognise individuality as a vital part of developing a unified voice.

Pride

We support pride and passion in our work and in doing so, we attract others who share our values.

Welcoming Workplace

We encourage warm, friendly and respectful interactions across all aspects of our service.

Yes Culture

We always start with 'yes' in every deliberation.

Customer Service

We ensure that customers feel engaged and valued in every interaction.

Innovation

We will enhance our services and exceed customers' expectations, by embracing innovation and fresh ideas.

Fun and Enjoyment

We recognise that fun and enjoyment are critical to success.

Social Purpose

Through the social conscience of the staff and consumers we actively engage with causes that impact the local community.

Safety

We actively promote safety and wellbeing through the provision of innovative and high quality training, monitoring of risk, and compliance, with OHS regulations.

Key Responsibilities and Duties

- Deliver a best practice and seamless end-to-end recruitment, selection and on-boarding process for candidates and hiring managers.
- Provide coaching and expert recruitment and workforce planning advice to hiring managers to build positive business solutions
- Implement best practice recruitment strategies and techniques to source suitable candidates for positions.
- Partner with business leaders to identify workforce needs.
- Oversee and contribute to the formulation, implementation and ongoing review of staff induction, training and orientation programs
- Appropriately review and classify positions in line with the relevant Enterprise Agreement with a focus on equity across the organisation
- Act as the system administrator of the Applicant Tracking System (JobAdder). Review existing software/system effectiveness with a view to enhancing its functionality.
- In collaboration with Operations Manager – People & Culture, ensure Recruitment, Selection and On-boarding procedures are in line with all relevant guidelines and legislation requirements
- Foster an environment of continuous improvement that comply with the aged care standards.
- Supervise, support and develop the Recruitment Team to ensure the highest standard of best practice recruitment techniques and advice are delivered to hiring managers.
- Prepare reports and provide high quality, meaningful and relevant HR data

- Collaborate on key projects and initiatives as assigned by the Operations Manager – People & Culture
- Assist the Operations Manager – People & Culture deliver on strategic People & Culture initiatives
- In collaboration with the Operations Manager – People & Culture, further develop and promote the organisations 'career brand'
- Achieve responsibility and accountability for own practice through self-evaluation, and annual performance appraisals.
- Role model the Lyndoch Values and promote a culture of 'One Team'.
- Ensure confidentiality in dealing with complex and sensitive employee and recruitment matters
- Provide leadership support to the Operations Manager – People & Culture as required
- Provide general HR advice where required

Organisational Relationships

- Reports to:** Operations Manager – People & Culture
- Supervises:** Recruitment Officer
- Internal Contacts:** All Lyndoch staff and consumers
- External Contacts:** Prospective staff, members of the public, contractors, suppliers

Specialist Knowledge and Skills

The following knowledge and skills are required to be utilised:

- Tertiary qualifications in Human Resources or Business related field
- Extensive recruitment or generalist human resources professional experience essential
- Experience in a small to medium sized organisation
- Demonstrated understanding of working with current Awards and Enterprise Agreements
- Proficiency in recruitment management systems and the ability to lead and improve an internal recruitment function or experience in managing end to end processes through recruitment and HRIS systems
- Ability to find solutions and interpret data to identify trends and make recommendations
- Demonstrated ability to implement innovative business and outcome focused strategies
- Strong understanding of other facets of the employee life cycle especially workforce planning, recruitment, talent and acquisition and on-boarding would be highly advantageous

- Understanding of the aged care industry current and future people requirements (desirable)

Management Skills

The following management skills are required to be utilised:

- Exceptional organisational skills with the ability to balance multiple priorities, apply a high level of attention to detail and meet deadlines
- The ability to productively lead and coach a team; leadership, coaching and staff management experience preferred
- Experience delivering on successful completion of key projects
- The ability to work with leaders at all levels, and have the confidence to challenge ideas in a constructive way to ensure the best hiring outcomes are reached
- Considerable persuasive skills are required for successful adoption of operational schedules and to gain cooperation of the workforce.

Interpersonal Skills

The following interpersonal skills are required to be demonstrated:

- Outstanding stakeholder management skills and ability to foster long lasting relationships
- Demonstrated strong customer delivery focused approach and excellent customer service skills
- High level written and verbal communication skills with strong negotiating and influencing skills

General

- Conduct work in line with all relevant OH&S legislation and in accordance with organisational policies and procedures
- Participate in quality activities within the work area to improve the efficiency of the Department
- Participate in relevant training to ensure continued professional development for the betterment of the organisation
- There is an expectation that the role will include direction to perform other duties that must be reasonable in relation to the employee's skills and abilities

Agreement

I accept and agree to the duties in this Position Description. I understand that this Position Description is to be read in conjunction with the General Terms and Conditions of Employment and I agreed to abide by terms and conditions stipulated therein.

Name (Please print)	
Signature	Date

Authorised by: Acting Director of People & Resilience

Date: July 2020

Appendix 1

General Conditions of Employment

Terms and Conditions of Employment

The conditions of employment are in accordance with the relevant Award and Agreement to which you are employed under. Copies of Awards and Agreements are available from the Human Resources Department.

Performance Review

In order to assist your development in your role, your manager and you will annual review your personal effectiveness in your role.

The performance review is a formal means of receiving feedback on your performance and of discussing training, development and career opportunities.

Probationary Period

This position is subject to a six (6) month probationary period during which time mutual suitability will be determined. During the probationary period either party may terminate the employment by giving two weeks' notice in writing.

At the expiration of the probationary period, should the appointment be confirmed, the terms of the Position Description and these Conditions of Employment will continue to apply to your employment.

Termination

Employment may be terminated in accordance with the provisions of the relevant Agreement.

Policy and Procedures of the Employer

The Employer directs you to abide by the policies and procedures of the Employer as varied from time to time.

Apparel and Equipment

You are required to use/wear safety equipment and apparel provided to you by the Employer and to abide by all the Employer's safety rules and regulations.

Notification of Prior Injury

Under the Accident Compensation Act 1985, the Employer requires you to disclose all pre-existing injuries and diseases which you foresee could be affected by the nature of your employment. Failure to do so may render you ineligible for Workers' Compensation in some circumstances. You are required to complete and return the Pre-injury Declaration Form as attached.

Appendix 2
Pre-existing Injury Declaration Form

Please complete and return with your Application for Employment

In accordance with S.41 of the *Workplace Injury Rehabilitation and Compensation Act 2013* ("the Act"), you are required to disclose any or all pre-existing injuries, illness or disease (pre-existing conditions) suffered by you which could be accelerated, exacerbated, aggravated or caused to recur or deteriorate by your performing the responsibilities associated with the employment for which you are applying with Lyndoch Living Inc ("the employment")

In making this disclosure, please refer to the attached position description, which includes a list of responsibilities and physical demands associated with the employment.

Where you have a pre-existing condition, consideration will be given to reasonable modification to the environment or tasks if at all possible or practicable.

Please note that, if you fail to disclose this information or you provide false and misleading information in relation to this issue under the Act you and your dependents may not be entitled to any form of workers compensation as a result of the recurrence, aggravation, acceleration, exacerbation or deterioration of a pre-existing condition arising out of, in the course of, or due to the nature of your employment.

Please note that the giving of false information in relation to your application for employment with Lyndoch Living Inc. may constitute grounds for disciplinary action including termination of your contract.

Employee Declaration

I _____ (print name) declare that:

I have read and understood this form, position description and have discussed the employment with Lyndoch Living Inc. I understand the responsibilities and physical demands of the employment.

I acknowledge that I am required to disclose all pre-existing conditions which I believe may be affected by me undertaking the employment.

I acknowledge that failure to disclose the information or providing false and misleading information may result in invoking the Act which may disentitle me or my dependents from receiving any workers compensation or any pre-existing condition which I may have arising out of, in the course of, the employment.

Please delete whichever of the following statement is **NOT** applicable

I have suffered no prior injuries that may recur or deteriorate, accelerate or be exacerbated or aggravated by the employment.

OR

I have suffered the following conditions that may recur or deteriorate, accelerate or be exacerbated or aggravated by the employment.

Please list details for all pre-existing conditions

I acknowledge and declare that the information provided in this form is true and correct in every particular.

Applicants Signature

Print name of Applicant

Witness Signature

Print name of Witness

Date

Date

Office Use Only

Additional Comment/ Requisite Modifications
(To be completed by Senior Manager/ CEO)
