

# Position Description

<b>Position title</b>	HR Administrator - Recruitment
<b>Document ID</b>	TBA
<b>Program/Unit</b>	Human Resources Unit
<b>Classification</b>	Dependent on qualifications & experience
<b>Position reports to</b>	HR Manager - Employee and Industrial Relations

## Organisational context

On 1 July 1997, MacKillop Family Services was formed as a new organisation by re-founding seven agencies operated by the Sisters of Mercy, the Christian Brothers and the Sisters of St Joseph of the Sacred Heart in Victoria. However, our legacy and inspiration is much older. From the 1850s, these three congregations, respectively founded by Catherine McAuley, Edmund Rice and Mary MacKillop, worked in Victoria to establish homes for children who were orphaned, destitute or neglected, and for families who were in need of care and support. Throughout the years, the original model of institutional care evolved into different forms of residential care, foster care, education, family support and disability services.

The purpose and character of MacKillop Family Services as a Catholic organisation, continues to draw from the lives, works and inspiration of the three founders who provide a living model for the way our staff and volunteers approach their work. Woven through this ethos is the acknowledgement and recognition of the inherent Aboriginal spirituality of this country and respect for the cultures that have lived here for thousands of generations.

Today, we continue this work within the framework of Catholic social teaching and in the spirit of the Gospel - one of radical inclusion, restoration and accompaniment. MacKillop Family Services is now a national organisation and a leading provider of services for children, young people and families across Victoria, New South Wales, ACT, Western Australia and to other organisations in every state and beyond. We offer services and programs in family support, foster care, residential care, disability services, youth support, education and training, parenting, family therapy, mental health, family violence, early childhood, and support to women and men who, as children, were in the care of our founding agencies.

At MacKillop we pay respect to all Aboriginal and Torres Strait Islander peoples and their Elders - past, present and emerging - and acknowledge the importance of their stories, history and wisdom. They hold the memories, traditions, cultures, hopes and aspirations of all Aboriginal and Torres Strait Islander peoples. We are strongly committed to the ongoing work of Aboriginal self-determination, reconciliation, and cultural safety for our Aboriginal and Torres Strait Islander clients, staff and stakeholders.

MacKillop has almost 1,500 staff, operating out of more than 50 sites, and has forecast annual revenue for the 2020/21 financial year of over \$150 million.

## Our purpose

MacKillop Family Services continues our founders' passionate commitment to social justice - to work for the rights of children, young people and families to be safe, to learn, feel nurtured and connected to culture. We provide high quality services to promote healing from trauma and loss, and to enable hopeful futures.

MacKillop Family Services will care compassionately, respond large-heartedly and advocate courageously.

## Our vision

Children, young people and families are welcomed and supported by MacKillop to be empowered and thrive.

## Our values

We commit to the following five foundational values which we continue to embed in the culture of our organisation and practice:

**JUSTICE.** We believe in the right of all people to experience respect and to have access to quality services irrespective of sex, race, ethnicity, culture, language, religion, marital status, disability, sexuality or age. We advocate for inclusiveness and social justice in the wider community and commit to these principles across our organisation and all services we provide. *We believe in the right of all people to be treated justly and fairly.*

**HOPE.** We commit to creating positive and hopeful relationships where people find meaning in their experiences and relationships and are able to learn, explore their strengths and create possibilities for growth and change. *We seek to foster hope that assists people to find meaning.*

**COLLABORATION.** In our work with individuals, families and other organisations and groups, we commit to working in a collaborative spirit through cooperation, coordination, partnership and empowerment. *We commit to working in a collaborative spirit through cooperation, coordination, partnership and empowerment.*

**COMPASSION.** Compassion is an attitude of the heart, an expression of our shared humanity and a deep desire to alleviate another's suffering. We commit to creating an attitude of openness to others and to their circumstances. *We seek to foster compassion, an attitude of the heart and a response to exclusion and suffering.*

**RESPECT.** We value ourselves and other people, the earth and all creation. We seek to listen and learn from each other and build relationships with respect, being proud of what we hold in common and with understanding and tolerance of our differences. *We seek to act with respect with regard to each other, the earth and all creation.*

## Our Sanctuary Commitment

Our values are brought to life through our commitment to the Sanctuary Model. Sanctuary is an evidence-supported, whole-of-organisation framework that guides how we practice as an agency. Sanctuary enables a shared language, knowledge, and response to the impact of trauma and loss on all of us.

Our seven Sanctuary Commitments are as follows:

- Non-Violence - Mean what you say and don't be mean when you say it
- Emotional Intelligence - Look out for yours and other people's feelings
- Social Learning - We all learn from, and teach each other
- Democracy - Everyone is heard
- Open Communication - Be honest and share information
- Social Responsibility - We all help each other ... It takes a village to raise a child
- Growth and Change - Open to new ideas and ways of thinking

## Position purpose

This position is situated within the Human Resources Unit which is responsible for providing a broad range of HR services to MacKillop employees nationally.

Reporting to the HR Manager, the HR Administrator – Recruitment will work closely with Hiring Managers and the HR Partners to provide timely and efficient recruitment services to all areas of the business. This role is based in our Head Office, located in South Melbourne, however may be required to work from other locations from time to time.

## Primary objectives

The HR Administrator – Recruitment is responsible for:

- Drafting and posting creative and engaging job ads for all positions within MacKillop Family Services to ensure MacKillop remains as an employer of choice in a candidate-short market.
- Providing efficient and effective recruitment and support to the HR Partners and Hiring Managers to ensure all ads are posted within the required timeframes onto MacKillop's Human Resource Information System (HRIS) Aurion, as well as other online job boards such as Seek and Ethical Jobs.
- Assisting the HR Partners to meet recruitment deadlines.

## Key result areas and responsibilities

The HR Administrator – Recruitment will:

- Work closely with the HR Partners and their various client groups to provide timely and efficient recruitment administration support to all areas of MacKillop Family Services.
- Liaise with Hiring Managers to understand the ins and outs of their current vacancies to gain a thorough understanding of their needs as well as their ideal candidate.
- Draft high quality, engaging job advertisements by using current recruitment techniques and strategies to attract a high-quality calibre of candidates.
- Ensure all job advertisements are uploaded within the required timeframes.
- Review position descriptions to ensure they are in line with MacKillop's requirements.
- Monitor a shared Outlook mailbox to review advertisement requisitions and process requests in line with the recruitment workflow.
- Enter job advertisements into the HRIS, as well as upload job advertisements to Seek, Ethical Jobs and any other online job boards as required.
- Liaise with media outlets for print advertising.
- Upload recruitment invoices for payment via Family Journey.
- Identify opportunities for improvement in Human Resource processes and procedures and assist in their implementation.

- Attend and contribute to team meetings.
- Undertake other duties as required.

## Key selection criteria

The incumbent will have:

- HR and/or Recruitment experience in a similar role.
- Social media and marketing experience in a similar role.
- High level attention to detail.
- Ability to manage conflicting priorities.
- Business acumen with the ability to 'manage up' to finalise tasks and projects.
- Good organisational skills with a professional and efficient approach to their work.
- Experience using a HRIS (prior use of Aurion is advantageous but not essential.)
- Strong computer and IT skills, especially with Microsoft Office Suite (Word, Excel, Outlook and PowerPoint) and experience using cloud-based computer software.
- The ability to work as an integral part of a small team.
- Exceptional personal presentation and communication skills, both verbal and written.
- The ability to extract key information from a position description to write a job advertisement that is engaging and will attract a high-quality calibre of candidates.
- Knowledge and experience in the use of contemporary recruitment techniques.
- Excellent interpersonal skills, with a demonstrated capacity to work collaboratively with others and exercise influence in a diversity of contexts.
- Ability to participate collaboratively and constructively within teams of peers, staff and other stakeholders, as well as initiative and effective personal judgement when working alone.
- A knowledge and understanding of Aboriginal culture and values and an awareness of the current issues faced by Aboriginal children, young people and their families.

## Other information

The incumbent is required to:

- Sign and actively abide by MacKillop's Code of Conduct.
- Observe and actively support MacKillop's P.8 People and Workplace Policy.

- Observe and fulfil health and safety responsibilities as contained within ‘WHS-P-001 Responsibility Statements’ document.
- Attend mandatory and other training as required.
- Actively participate in MacKillop’s Bid Management process as required.
- Participate in and promote continuous quality improvement processes.
- Promote an environment that is culturally safe and strengths focussed.
- Abide by principles and commitments of the Sanctuary Framework.
- Incorporate cultural safety into your practice with Aboriginal families.

The incumbent must possess a:

- Valid and current Victorian Driver’s Licence.
- Valid and current Victorian Working with Children Card.
- Satisfactory criminal history check conducted by MacKillop Family Services.

## Approval

• <b>Approver’s full name:</b>	Sharon Jokic	<b>Date:</b>	November 2020
<b>Approver’s position title:</b>	Director Human Resources		
<b>Incumbent’s full name:</b>			
<b>Incumbent’s signature:</b>		<b>Date:</b>	



*MacKillop Family Services acknowledges Aboriginal and Torres Strait Islander people as Australia’s First Peoples and as the Traditional Owners and Custodians of the land on which we live, work and play. We pay our deep respects to Elders past and present and acknowledge all Aboriginal children, young people, families and staff who are a part of MacKillop Family Services.*