Australian Government
Productivity Commission

Position Description (PD)	
Role	Recruitment Scribe
Branch	Corporate Group
Team	Human Resources
Level	Executive Level 1
Role context	**About the Team** The PC's HR team delivers high-quality support and advice across the full employee lifecycle. Our aim is to support the PC in maintaining an engaged, inclusive, and healthy workforce with the capabilities and capacity to achieve the PC's goals – now and into the future. The team's responsibilities are broadly grouped in two functional streams of work: • **Workforce development and conditions** – including pay and conditions (we manage our pay and conditions and recruitment in house using Aurion), learning and development, inclusion and diversity, and workforce strategy; and • **Workplace relations and wellbeing** – including performance management, employee relations, conduct and integrity, and work health and safety (WHS) and wellbeing. This role requires the presence at interviews and panel discussions to accurately document shortlisting outcomes, interview scribing, and selection report preparation and finalisation.
Reports to	Assistant Director, Workforce Development and Conditions
Direct reports	Nil
Contact Officer	Danielle Sousa, danielle.sousa@pc.gov.au
Responsibilities	• Attending and documenting interviews, capturing key points. • Coordinating administrative tasks, including scheduling interviews, communicating with candidates, and providing HR advice to panel chairs and members. • Maintaining accurate records of recruitment activities. • Drafting selection reports and coordinating referee checks. • Utilising software and online e-recruitment systems such as Aurion and Copilot.
Selection Criteria	**Professional expertise:** • Previous APS recruitment experience as a recruitment scribe or working in the APS as part of a recruitment team. • Proficiency in Microsoft 365 and SharePoint Online. **Desirable** • Previous experience using Aurion e-recruitment system and Copilot.

	Effective Engagement: • Excellent written and verbal communication skills. • Strong organisational skills and attention to detail. **Personal Productivity and Growth:** • Ability to work independently and as part of a team. • A preparedness to seek (and act on) advice and feedback and take opportunities to expand knowledge and skills. • Demonstrate a flexible, solutions-driven approach and the ability to bring people together to achieve results.