DIOCESE OF LISMORE
CATHOLIC SCHOOLS OFFICE
POSITION DESCRIPTION

General Description

Position Title: Recruitment Coordinator
Team: School Resources Services
Accountable To: Assistant Director – School Resources Services through the Head of Human Services
Accountable For: Nil staff

Overall Purpose of the Position

The Recruitment Coordinator provides end to end recruitment information, advice and support to Parish School Communities and other Catholic Schools Office staff as required.

Key Tasks and Responsibilities

- Provide information and advice to Parish Priests, Principals, teachers and ancillary staff on recruitment matters.
- Advertising, selection and recruitment processes.
- Coordinate the activities of recruitment panels with candidates, schools, priests and Catholic Schools Office executive.
- Communicates appointments with candidates and school communities.
- Responsible for the management and issuing of contracts of employment ensuring legal compliance.
- Supports on-boarding processes for new staff.
- Perform other duties as directed by the Head of Human Services and Assistant Director School Resources Services that are within the job holder’s skill, competence and training.

Qualifications and Skills Required

- Experience in a Human Resources and/or Recruitment role with at least 2 years as a recruitment specialist is desirable.
- Ability to effectively undertake the on-going review, development and implementation of appropriate Human Resources policies and procedures.
- Knowledge of freedom of information and privacy legislation, and any other legislation likely to impact on the operation of the function and recruitment activity.
- Highly developed skills in oral, written and interpersonal communication.
- Demonstrated organisation skills and the ability to manage priorities.
- Demonstrated ability to handle highly confidential information with discretion and within relevant guidelines.
- Ability to work effectively as a team member and promote a collaborative culture.
- Demonstrated commitment to ongoing professional development.
- Demonstrated adherence to the teachings of the Catholic Church by conduct and lifestyle, including witness to the Church’s mission.

**Internal and External Contacts**

**Internal Contacts:**
- CSO Staff, School Staff, Parish Priests

**External Contacts:**
- Applicants/ Other CSO/ Media/ recruitment agencies/ universities, training providers

**Conditions of Service**

**Employment Type:** Full-Time

**Hours of Work:**
- 35 hours per week over 5 days
- 48 weeks per year

**Tenure:**
- Permanent

**Location:**
- Lismore

**Industrial Instrument:**
- This position is Award Free

**Remuneration Salary:**
- Salary on commencement will be dependent upon the successful applicant’s qualifications and experience.
- Salary packaging arrangements are available for the period of this contract.