

POSITION DESCRIPTION



Recruitment Officer

JustWorks

About Jesuit Social Services

Jesuit Social Services is a social change organisation working to build a just society where all people can live to their full potential. We do and we influence. We accompany people and communities to foster and regenerate the web of relationships that sustain us all – across people, place and planet; and we work to change policies, practices, ideas and values that perpetuate inequality, prejudice and exclusion.

Our Vision

Building a Just Society

Our Mission

Standing in solidarity with those in need, expressing a faith that promotes justice.

Our Values

- Welcoming – forming strong, faithful relationships
- Discerning – being reflective and strategic in all we do
- Courageous – standing up boldly to effect change

Our Purpose

We work to build a just society where all people can live to their full potential – by partnering with community to support those most in need and working to change policies, practices, ideas and values that perpetuate inequality, prejudice and exclusion.

Position details

POSITION TITLE:	Recruitment Officer
PROGRAM:	JustWorks
LOCATION:	Collingwood
REPORTING RELATIONSHIPS:	This position reports directly to Operations Manager – JustWorks This position doesn't have any direct reports
EFFECTIVE DATE:	August 2024

Position Purpose

- To provide high level recruitment, candidate and administration support to JustWorks social enterprise
- Work in collaboration with Business Development Manager on marketing opportunities and to ensure candidates are best prepared, eligible and suitable to fulfill employer requirements through job-readiness training
- Coordinate candidate and employer data and metrics to support on-going evaluation of the social enterprise and ensure a responsive and timely delivery of service

Program Purpose

JustWorks

JustWorks is a registered social enterprise with a vision to support businesses to access diverse, motivated and productive candidates. Our candidates meet priority jobseeker definitions according to government and employer specified cohorts, including and in addition – candidates who are long term unemployed or underemployed, candidates who are culturally and linguistically diverse, from refugee background or seeking asylum, ex-offenders, and those with professional qualifications from overseas.

JustWorks offers personalised assistance for both candidate and employer, including pre-employment training and preparation to ensure candidates are job-ready and strong pre-screening and best practice recruitment processes to ensure employers are provided with a broad, suitable talent pipeline to meet their workforce requirements. JustWorks encourages and enables increased diversity in the workplace.

Duties of the position

- Responsible for responding to queries, registration of new JustWorks candidates and updating information on current candidates, including oversight of the JustWorks shared inbox
- Coordinate the assessment and selection of suitable candidates to support the Business Development Manager to fill vacancies, ensuring accurate recording of successful candidates and timely feedback for unsuccessful candidates
- In collaboration with the Business Development Manager, develop marketing content and creative sourcing techniques to expand candidate pool and employer network
- Support with marketing JustWorks, including researching and appropriate use of recruitment channels such as job boards and social media in consideration of the recruitment budget
- Assist with reviewing and developing job readiness training material for candidates and cultural agility training for employers
- Maintain up to date knowledge on best practice recruitment and selection techniques

Key Selection Criteria

1. Tertiary qualification/s and/or relevant experience in field
2. Demonstrated experience in a Human Resources administration or recruitment role with a sound knowledge of contemporary HR practices

3. Experience or knowledge of marketing and communications, including social media is preferred but not necessary
4. Experience or knowledge of training and support for candidates and employers in job-readiness and inclusive work practices is preferred but not necessary
5. Ability to prioritise tasks in a fast-paced environment to meet deadlines and use initiative
6. Demonstrated capacity to work autonomously and as part of a team
7. Excellent computer literacy, with a minimum of intermediate skills in Microsoft programs (Word/Excel/PowerPoint)

Key Performance Indicators

- Achievement of social enterprise key performance indicators in line with candidate placement and revenue generation targets as agreed
- Preparation and pre-screening of candidates for referral to Business Development Manager and/or employer for the successful placement of eligible, suitable candidates to fulfill employer vacancies
- Support Business Development Manager with responding to employers needs, such as providing post placement support or training to candidates and/or employers, as required
- Accurate data management and reporting, to ensure compliance with employment and data protection related legal requirements
- Showcase knowledge and behaviours that support diversity, equality and inclusive practice within recruitment processes
- Driven to continually improve recruitment and selection delivery

Key responsibilities of Jesuit Social Services Employees

Service delivery/ Practice Framework

- Engage and build positive and constructive relationships with internal and external stakeholders and program participants
- Deliver services consistent with program guidelines, relevant legislation and funding agreements
- Communicate clearly with others
- Manage competing priorities in a high-volume work environment
- Fulfil the reporting and administrative requirements associated with the position
- Other duties as required.

Team work and supervision

- Work effectively as part of a team, contributing to group outputs and reflective practice
- Actively participate in regular supervision with the line manager, staff meetings and professional development opportunities.

Continuous Improvement and Professional Standards

- Demonstrate a commitment to own learning and development
- Commitment to risk management and continuous quality improvement processes

- Compliance with relevant legislation, Code of Conduct, policies and procedures of Jesuit Social Services

Diversity, inclusion and culture

- Demonstrate respect and acceptance of diversity at all times and provide culturally appropriate support to all including Aboriginal and Torres Strait Islander peoples and those who identify as LGBTQIA+
- Interact with staff, participants and other stakeholders in a manner that is inclusive, respectful and non-discriminatory

Mandatory Position Requirements

- Current National and International (where required) Police Check
- Current Employee Working with Children Check
- Valid and current Australian Drivers Licence
- Proof of eligibility to work in Australia

Safeguarding Children and Young People

Jesuit Social Services takes child protection seriously, we undertake a range of checks and processes to ensure safeguarding of children, and you are required to meet the behavior standard outlined in our Code of Conduct.

Conditions of Employment

Conditions of employment are in accordance with the current Jesuit Social Services Collective Agreement and Jesuit Social Services Policy & Procedures, including the Code of Conduct.

Employee Acknowledgement

I, _____ (please print name) acknowledge that I have read and understood the contents of this position description.

Employee Signature:

Date: _____

Position Description Approved by:

Stephen Ward
Executive Director - Programs Participation
and Pathways

Position Description Review Date:

August 2026

