

POSITION DESCRIPTION
RECRUITMENT ADVISOR

OUR VALUES & BEHAVIOURS

Proudly United

Value Statements:

We are proudly united as a team, as members of EGW and as members of our community.

We work towards a common goal in a safe, respectful and inclusive workplace.

We celebrate success together.

Enabling Behaviours:

Share information and openly communicate

Understand your role in achieving the common goal and own it

Actively listen and participate

Support and encourage others

Truly Authentic

Value Statements:

We act openly and honestly in everything we do and earn the trust of others by delivering what we promise.

We understand our strengths and our limitations.

We earn respect.

Enabling Behaviours:

Have the courage to do what's right even if it means taking the hard road.

Mean what you say and say what you mean

If you don't know ask!

Passionately Innovative

Value Statements:

In an everchanging world our key to success is innovation and making the most of our resources.

We achieve this by challenging the status quo, collaborating and embracing change.

We value each other's ideas and learn from honest mistakes.

Enabling Behaviours:

Don't be afraid to ask questions and challenge respectfully

Put it on the table

Be curious and have an open mind

Explore opportunities and be willing to accept risk

Embrace change

Openly Accountable

Value Statements:

We take personal responsibility and accountability for our actions and their outcomes.

We have a clear understanding of what is expected of us and act accordingly.

We seek to understand the changing needs of our internal and external customers and respond appropriately.

Enabling Behaviours:

Follow through

Be proactive

Hold self and others accountable, respectfully

Own your actions

Admit mistakes: learn from them & move forward

ABORIGINAL ACKNOWLEDGMENT

We acknowledge and respect the Gunaikurnai, Bidwell and Ngarigo Monero people as the Traditional Custodians of East Gippsland's land and waters. We pay our respects to their Elders both past, present and future leaders.

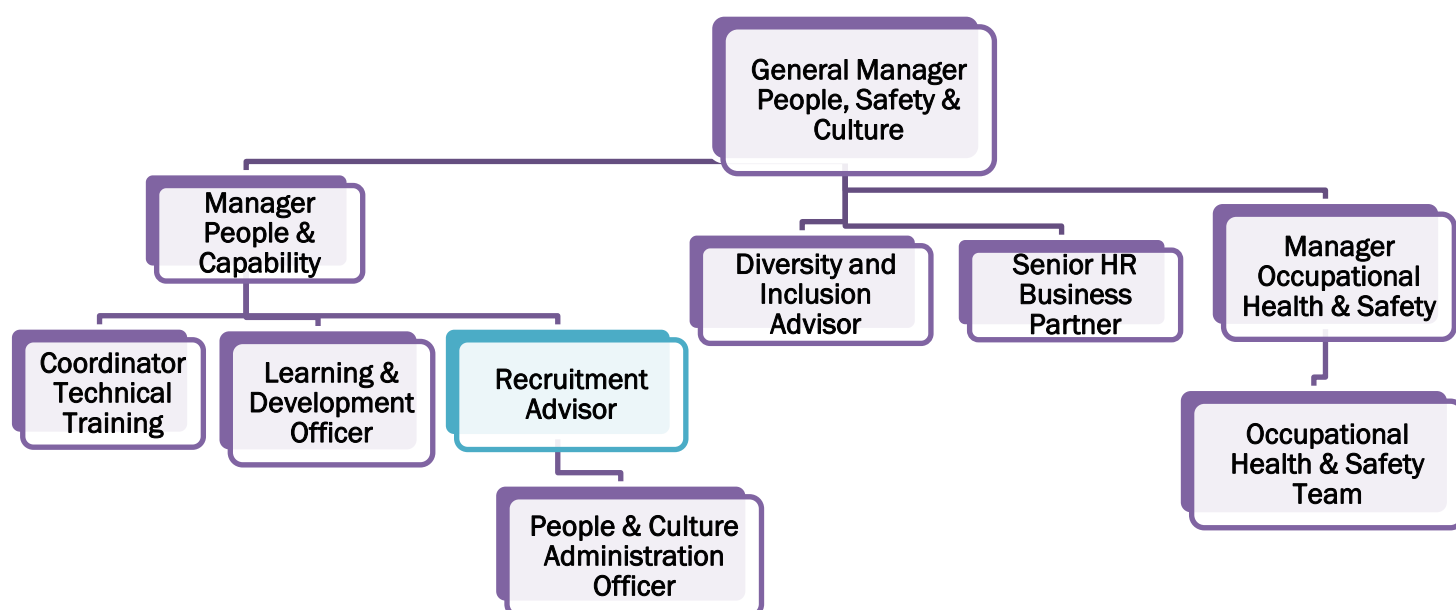
We recognise and respect their unique cultural heritage beliefs, and intrinsic connection to Country, that continues to be important to them today.

We have a strong commitment to building and developing our relationships and partnerships with Aboriginal and Torres Strait islander peoples, communities and organisations in the East Gippsland region and beyond.

POSITION DETAILS

Position Title:	Recruitment Advisor	Effective Date:	February 2025
Department:	People, Safety & Culture (PS&C)	Job Location:	Bairnsdale Office
Reports To:	Manager People & Capability	Supervises:	People & Culture Administration Officer
External Contacts:	Consultants, training organisations & HR contacts. Source advice, specialist services and organise workshops on an as needs basis.		
FTE Classification:	1.0	Position Number:	SB-1-0006
Prepared By:	Manager People & Capability	Approved By:	General Manager People, Safety & Culture

ORGANISATIONAL CHART



ABOUT THE ROLE

The Recruitment Advisor works collaboratively with people leaders across EGW to support workforce planning, deliver end-to-end recruitment activities and provide advice, support and guidance to deliver resourcing solutions for the organisation. The Recruitment Advisor will also be responsible for the coordination of employee lifecycle activities from onboarding and induction to the administration of the employee exit process.

The Recruitment Advisor connects with hiring managers as a subject matter expert to understand workforce planning needs, and develop effective recruitment, attraction and retention initiatives. This includes staying informed of current market trends, thinking creatively and innovatively to deliver contemporary attraction campaigns, employing effective interview methodology, and providing a positive candidate experience to ensure merit-based hiring decisions are made.

The role will support the People, Safety and Culture team to deliver strategic projects and activities to improve the employee experience, enhance inclusion, and ensure workforce planning and organisational capability goals are met.

WHAT YOU WILL BE DOING

Recruitment & Selection	<ul style="list-style-type: none"> • Ensure the effective delivery of end to end recruitment processes including but not limited to creating advertisements, coordinating the interview process, notifications to unsuccessful candidates, pre-employment checks, and employment contract development. • Engage with key internal stakeholders offering high level guidance, advice and solutions to attract, engage and retain the right talent to support business growth and organisational outcomes. • Coordinate internal resourcing activities (e.g. internal secondment, change of role/department), including notifying all relevant staff members/teams and action within HRIS • Administration support for trainee and apprenticeship appointments. • Provide highly professional customer focused services to ensure a positive candidate experience. • Administration tasks involved with onboarding staff including updating the organisation chart and generation of ID cards.
Workforce Planning	<ul style="list-style-type: none"> • Contribute to the development and delivery of annual activities in the Workforce Plan to meet current staffing needs, address resourcing challenges and build a talent pipeline for future vacancies. • Support work experience, graduate and placement student programs • Develop relationships with local schools and colleges to attend jobs expo's, facilitate career workshops, coordinate work experience placements and source future talent.
Employee life cycle	<ul style="list-style-type: none"> • Coordinate the on-boarding and induction process for all new employees including conducting the People & Culture induction. • Develop and coordinate the delivery of identified actions in People, Safety & Culture plans and strategies to improve

	<p>candidate attraction, enhance the employee experience, and increase retention.</p> <ul style="list-style-type: none"> • Administer the departure of outgoing staff including exit interviews. • Utilise evaluations from across the employee life cycle to inform continuous improvement activities to improve the employee experience and workplace culture
Administration & Reporting	<ul style="list-style-type: none"> • Assist with collation of cultural measures reports for People, Safety and Culture Committee. • Collect, maintain and report on statistical data and assist with reports and presentations as required. • Assist the review and development of appropriate HR policies and procedures.
Leadership & Teamwork	<ul style="list-style-type: none"> • Share relevant knowledge and experience with team members and other employees as required • Resolve problems that relate to immediate work tasks, with assistance if required. • Share information with team members to assist them to understand and manage uncertainty and change • Communicate openly and professionally with management, between the PS&C Team and other sections of EGW • Any other tasks assigned which may be reasonably requested from time to time, which contribute to the success of the People, Safety & Culture team
Culture, Values & Behaviours	<ul style="list-style-type: none"> • Display an open & approachable work style, contribute to a positive, optimistic and enthusiastic work culture • Acknowledge and respect a workplace culture that enables diversity, fair and inclusive practices • Represent EGW Values & Behaviours including Proudly United, Truly Authentic, Passionately Innovative and Openly Accountable
Health, Safety & Environment	<ul style="list-style-type: none"> • Apply and demonstrate EGW Health, Safety and Environment policies, procedures and safe systems of work as directed • Contribute to a safe working culture and acting responsibly for the safety of self and others
Records Management	<ul style="list-style-type: none"> • Ensure HR information and records are maintained in a strictly confidential and secure manner. • Employees are responsible for capturing full and accurate records that adequately document business activities and support any decisions made at East Gippsland Water in the Corporations Record Management system. • Conduct all customer and employee queries in a sensitive and confidential manner, ensuring the privacy of East Gippsland Water employees and customers

SKILLS, QUALIFICATION & EXPERIENCE

SPECIALIST SKILLS

Required:	Desirable:
<ul style="list-style-type: none"> • Demonstrated knowledge and experience in Human Resource principles including the end to end recruitment process. • Demonstrated knowledge and experience in interpreting and application of awards and/or enterprise agreements. • Highly developed administrative, process management skills and high attention to detail. • Demonstrated ability in the use of business systems including a Human Resource Information System (HRIS). 	<ul style="list-style-type: none"> • Expertise in the use of MS Office programs, in particular a high level of expertise in Word. • Sound understanding of how business strategies contribute to the achievement of overall business objectives. • Demonstrated knowledge and experience of supporting organisational change.

LEADERSHIP SKILLS

Required:	Desirable:
<ul style="list-style-type: none"> • Highly developed organisation skills with the ability to prioritise tasks and work to deadlines. • Well-developed ability to work collaboratively at all levels within the organisation. • High level ability to work independently and as part of a team. • Strong analysis and problem-solving skills. • Ability to achieve objectives in the most efficient way with resources available and be able to plan and program work as required. • Provide support, guidance, leadership and on the job training to others as required. 	<ul style="list-style-type: none"> • Assess and solve problems within the assigned scope of activity - with assistance if required.

INTERPERSONAL SKILLS

Required:	Desirable:
<ul style="list-style-type: none"> Well-developed written and oral communication skills, including interpersonal and negotiation skills. The ability to gain cooperation and assistance from managers, staff and others. Ability to handle situations and events with the utmost confidentiality. Ability to act as a positive role model and contribute to the achievement of team goals. Be courteous, polite and respectful with fellow staff members and members of the public. 	<ul style="list-style-type: none"> Ability to develop and maintain good relationships with staff and key stakeholders

QUALIFICATIONS

Required:	Desirable:
<ul style="list-style-type: none"> Certificate or Diploma qualification in Human Resources, Organisation Development, Business or related disciplines or Business Administration, or equivalent demonstrated experience Compulsory trainings throughout course of employment 	<ul style="list-style-type: none"> Degree qualification in Human Resources, Organisation Development, Business or related disciplines or Business Administration. Legally able to drive a motor vehicle and possess a valid driver's licence.

EXPERIENCE

Required:	Desirable:
<ul style="list-style-type: none"> 3-5 years previous experience in Human Resources, particularly with end to end recruitment processes and employee lifecycle administration 	<ul style="list-style-type: none"> Experience implementing programs across departments and working with people of varying management styles. Experience in a similar role in the water industry.

KEY SELECTION CRITERIA

1. Demonstrated experience and understanding of best practice generalist HR and recruitment principles and processes.
2. Excellent administrative skills with sound understanding and experience of organisational development and human resource management functions.
3. Proven ability in the interpretation and application of relevant awards and enterprise agreements.
4. Strong time management skills with the ability to meet deadlines and manage competing priorities.
5. Experience in dealing with sensitive information and maintaining strict confidentiality.
6. A positive attitude towards personal development including being accountable, innovative, passionate and united to achieve corporate objectives.

ADDITIONAL REQUIREMENTS

Employees must be capable of fulfilling the requirements of the position with regard to the inherent activities/hazards and be able to meet any control measures provided in the interests of health and safety. However, reasonable adjustments will be made for persons with disabilities, impairments or cultural considerations unless to do so would impose an unjustifiable hardship, or result in the role not being able to be undertaken in a safe manner.

EGW is committed to embedding and supporting a culture of inclusion through living our organisational Values and Behaviours, and through the principles identified in the Code of Conduct. EGW also respects an Enterprise Agreement made between the Corporation and its Employees.

All employees are required to uphold East Gippsland Water Code of Conduct and Values and Behaviours at all times. All East Gippsland Water employees are Victorian Public Sector employees and are also required to comply with the VPSC Code of Conduct.

For more information about our career opportunities and our current vacancies, please visit [Careers at East Gippsland Water | East Gippsland Water \(egwater.vic.gov.au\)](https://egwater.vic.gov.au).