

Recruitment Officer

POSITION DESCRIPTION



Position Number:	3895
Department:	Workforce and Governance
Section:	People & Capability
Unit:	Human Resources
Position Status:	Permanent / Full Time
Classification:	Level 2 – Rockhampton Regional Council Internal Employees Certified Agreement 2025
Reports To:	Supervisor Human Resources
Revised:	August 2026

General Position Statement

This position supports Council's direction by attracting, sourcing, and selecting qualified candidates to meet the staffing needs of Council. The Recruitment Officer works closely with stakeholders, Recruitment Business Partners and HR Business Partners to ensure a smooth and efficient recruitment process while upholding best practices and ensuring compliance with relevant employment laws and regulations.

Specific Responsibilities

The successful candidate must be able to fulfil the following position responsibilities.

- Contribute to end-to-end recruitment activities by assisting with job advertising, candidate attraction, interview coordination and participation, assessment processes, pre-employment checks, and onboarding activities, while developing practical recruitment and talent acquisition skills.
- Keep candidate records up to date and ensure all documentation meets Council policies, procedures, and legal requirements.
- Help create job advertisements that appeal to a wide range of applicants and assist with posting them on job boards, websites and social media.
- Assist with the use of Council's HRIS system, including answering basic queries and helping employees learn how to use the system.
- Communicate with candidates during the recruitment process by providing updates and responding to questions to ensure a positive experience.
- Work with HR Business Partners to help update and prepare position descriptions when needed.
- Maintain a helpful and customer-focused approach, building good working relationships to support recruitment across different business areas.
- Attend and support Council representation at events such as career fairs, school visits, university engagements, and forums hosted by government agencies.
- Assist with preparing reports, agendas, and meeting minutes, ensuring key outcomes are recorded and followed up as needed.
- Help draft and prepare basic correspondence, reports, and presentations, using templates and guidance from senior staff where appropriate.
- Refer matters that may impact upon the business, Council and employees to the relevant Supervisor or Manager.
- Undertake other relevant duties as directed, consistent with skills, competence and training.

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Position Requirements

Your suitability for this role will be assessed against the following competencies.

Skills/Competencies

- Experience supporting recruitment processes, including sourcing techniques and assisting with selection activities under guidance.
- Working knowledge of recruitment policies and procedures, with the ability to follow established processes and seek clarification when needed.
- Excellent attention to detail to draft a range of recruitment campaigns and strong organisational skills to manage multiple recruitment processes simultaneously.
- Excellent interpersonal skills with a demonstrated ability to maintain confidentiality, diplomacy and judgement when dealing with sensitive issues.
- Demonstrated ability to work effectively within a team environment, with proven experience managing competing priorities and deadlines to achieve the goals of Council.
- Adaptability and flexibility to work in a fast-paced and changing environment.
- Demonstrated experience or ability to operate a range of programs including the Microsoft Office Suite, Adobe, Ci Anywhere Suite (R1 and ECM) HR Information Systems (e.g. Aurion & Visio).
- Communicate Effectively – Ability to communicate with others verbally and in writing to meet requirements of the role.
- Teamwork and Collaboration – Ability to work together with others to achieve common goals both within immediate team and teams across Council.
- Goal Setting – Ability to set, define and deliver goals that are SMART – Specific, Measurable, Achievable, Relevant and Timely.
- Time Management – Ability to plan and organise tasks/work to meet objectives of the role.
- Problem Solving – Ability to analyse problems by gathering information and develop a solution (in line with role responsibilities) or options and make a recommendation.
- Decision Making – Ability to use sound judgement to make the best decision based on information gathered and analysed within the boundaries of the role.
- Deliver Excellent Customer Service – Ability to meet customers' expectations around safety, time, cost and quality.
- Focus on Continuous Improvement – Ability to identify opportunities to enhance team effectiveness and improve team's customers' experience.
- Manage Resilience and Wellbeing – Commitment and the ability to participate in safety programs to support safety, health and wellbeing in the workplace.

Desirable Qualifications

- Currently studying towards a qualification in Human Resource Management and/or experience within Human Resources function particularly in the provision of professional recruitment services.

Behaviours

- *Customer Service* – Ensure service delivery and advice remain focused on Council's customers and community outcomes.
- *Safety* – Carry out your duties in a safe manner whilst ensuring the safety of your team members and customers, in accordance with Council's Health and Safety Duty Statements and associated safety policies / procedures.
- *Code of Conduct* – Act in accordance with Council's Code of Conduct.
- *Council Values* – Demonstrate behaviours aligned to Council's values: *One Team, Accountable, Customer Focused, Continuous Improvement and People Development.*

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Additional Requirements

- Ability to work in an office environment.
- Ability to work with screen based equipment over long periods with prescribed rest breaks.
- Ability to attend, on occasion, work outside of normal office hours, related to recruitment events.
- Ability to legally operate a motor vehicle under a “C” Class Licence (minimum provisional).
- Provision of a satisfactory Criminal History Check - Police Certificate (Australia Wide Name Only Police Check).

Delegations and Authorisations

Financial, Administrative and Corporate Delegations may be applicable to this position and are detailed in the Delegations Corporate Register.

Legislative Sub-Delegations and Authorisations may also be applicable to this position and are detailed in the external public registers. Both registers are available on Council's Intranet.

Acknowledgement

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

Authorised By:	General Manager Workforce and Governance
Signature:	
Date:	
Employee Name:	
Employee Signature:	
Date:	