

Recruitment Business Partner

POSITION DESCRIPTION



Position Number:	2204
Department:	Office of the CEO
Section:	Workforce and Governance
Unit:	People & Capability
Position Status:	Fixed Term Full Time
Classification:	Level 3 – Rockhampton Regional Council Certified Agreement 2022 – Internal Employees
Reports To:	Supervisor Human Resources
Revised:	February 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 Business Partner works closely with stakeholders and SHRBP's to ensure a smooth and efficient recruitment process while upholding best practices and ensuring compliance with relevant employment laws and regulations.

Performance standards and expectations relating to this position will be detailed in the individual performance plan.

Specific Responsibilities

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

- Coordinate end to end recruitment processes including drafting advertisements/interview questions, making job advertisements live, conducting selection assessments and interviews, arranging pre-employment screening, and drafting offer letters.
- Maintain accurate and up to date candidate records and documentation ensuring compliance with Council policies, procedures, and legislative obligations.
- Develop compelling job advertisements to attract a diverse pool of qualified candidates and oversee posting job openings on various job boards, career websites, and social media platforms.
- Coordinate Council's Web Recruitment system and respond to queries from both internal and external stakeholders including providing appropriate training to employees.
- Maintain ongoing communication with candidates throughout the recruitment process, providing timely updates and feedback. Ensure a positive candidate experience and address any inquiries or concerns.
- In conjunction with SHRBP's, assist with the updates and preparation of position descriptions as required.
- Assist and facilitate casual pool, for both internal and external as well as assist the L&D team with apprenticeship and traineeship engagements.
- Provide responsive support to leaders and employees in the development and implementation of Recruitment initiatives as required.
- Maintain positive customer focus and develop relationships to enhance engagement and co-ownership of recruitment in business units.

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- Attend and positively represent Council at various events including career fairs, schools, universities, and government agency forums.
- Prepare reports, agendas and meeting minutes as required, ensuring all outcomes are documented and actioned.
- Research, draft and prepare routine and non-routine correspondence, reports, and presentations.
- Coach and mentor lower classified employees when required.
- 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.

Position Requirements

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

Skills/Competencies

- Demonstrated experience providing high level recruitment best practices, sourcing techniques, and selection methodologies.
- Demonstrated knowledge and understanding of recruitment policies, procedures, and processes.
- 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.

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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 that you are focused on our customer/s when carrying out your responsibilities.
- *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* – Ensure that your behaviour is aligned with the Code of Conduct.
- *Council Values* – Ensure that your behaviour is aligned with the values statement adopted by Council. *One Team, Accountable, Customer Focused, Continuous Improvement and People Development.*

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 legally operate a motor vehicle under a "C" Class Licence.
- 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:	