

## Job and Person Specification - Recruitment Consultant

**Reports to:** General Manager

**Direct reports:** None

**Job scope:** Manage GP candidate inquiries and screen candidates against suitability and eligibility requirements.

<b>Key Accountabilities</b> (Key activities/Groups of tasks)	<b>Tasks</b> (Breakdown of the tasks within each Accountability)
Manage the RWAV candidate inquiry response systems and processes	Ensure systems and protocols to capture and manage all candidate inquiries are up to date and within agreed standards Ensure customer service levels and protocols are maintained and meet agreed standards and targets Report against targets as required
Continuously monitor the quality of candidate inquiries and meet all candidate processing requirements and timelines	Establish and manage systems to assess candidate quality Continually monitor and report against established targets Evaluate and improve candidate screening protocols and templates
Proactively develop strong working relationships with key industry players and stakeholders	Integrate best practice into the candidate screening process within agreed work plans Position RWAV as an influential industry agency Monitor stakeholder sentiment and support
Establish Employment Pathways for eligible candidates and prepare comprehensive profiles for case management handover	Work with individual candidates to develop achievable Employment Pathways into General Practice Ensure that Documentation and paperwork is accurate and completed within agreed standards and requirements Through the screening process, establish eligibility and suitability requirements Prepare comprehensive candidate profiles Monitor and report against targets
Manage a case-load of candidates for placement handover	Participate in Case Management meetings to support successful candidate placements Manage the requirements for suitable candidate handovers and profiles to Recruitment and Assessment as required Provide leadership and candidate advocacy
Information management and integration	Ensure all information management including recording of data and internal and external reporting obligations are met Contribute to integrated approaches across RWAV through active participation in staff and team meetings Any other reasonable duties as directed by the GM from time to time

## Person specification

<b>Experience</b> (What should the candidate have already done in a previous role or elsewhere to be successful? For example - Industry experience, experience with specific technology or tools).	<b>Education</b> (What is the minimum requirement for the role?)	<b>Personal Attributes</b> (What personal attributes does the candidate need to have to be successful? For example - problem solving, attention to detail, planning and organising).	<b>Potential</b> (Does the role have a career path in the organisation?)	<b>Alignment with company values</b> (What every person in the company should value - such as strong customer service ethic or safety awareness).
Significant background in recruitment or service industry preferably with exposure to medical and/or health markets Management / or team-leadership experience in customer service culture and environment Strong budgeting and financial skills Proven staff management experience Target and results driven	Suitable Tertiary Qualification/ or demonstrable appropriate experience required	Strategic and commercial acumen Excellent people skills Excellent verbal and written communications skills Problem solver Relationship builder Motivated, a self starter Attention to detail	Opportunities to progress to General Manager	Ability to foster team work and collaboration and respect for RWAV staff and organizational values