

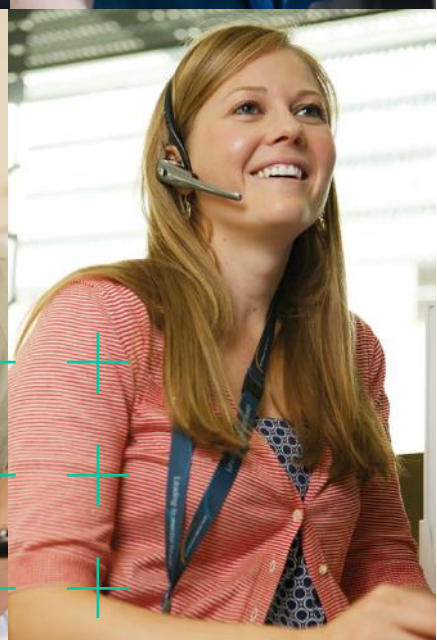
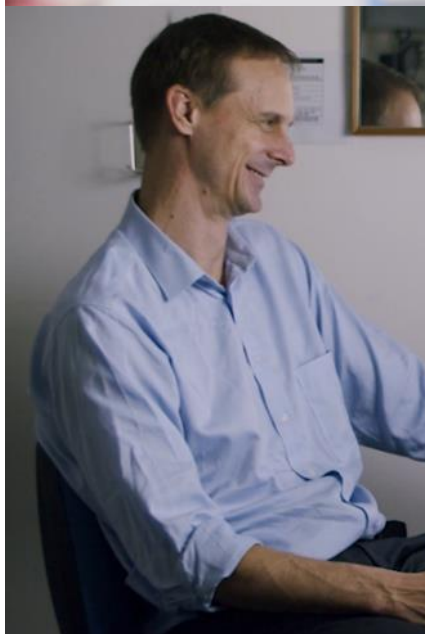


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Health Service**

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Position Description

**Talent Acquisition and
Recruitment Officer**

Position Title:	Talent Acquisition and Recruitment Officer
Service:	Orygen Youth Health
Location:	Parkville
Reports To:	Orygen Specialist Program Manager
Enterprise Agreement:	Victorian Public Mental Health Services Enterprise Agreement 2016–2020
Classification:	YC90
Immunisation Risk Category:	Category C
Date of Review:	August 2021

- The Talent Acquisition and Recruitment Officer reports to the Orygen Specialist Program Manager and plays a key role in providing administrative support and coordinating end to end recruitment activities for the Orygen specialist program. This role will be required to work closely with the Program Managers, the Royal Melbourne Hospital People and Culture Recruitment team and administrative staff within Melbourne health and Orygen.
- The Talent Acquisition and Recruitment Officer provides administrative support for advertising, recruitment requests and selection processes. The position is responsible for ensuring recruitment processes occur in a timely and effective manner. This role manages transactional administrative functions across the recruitment lifecycle.
- Attract, engage, identify and allocate talent for recruitment opportunities.
- The Talent Acquisition and Recruitment Officer is the first point of contact for potential candidates making enquiries about recruitment opportunities. This role is the first point of contact for hiring managers raising recruitment requests.
- The role requires a process driven individual who can manage a range of administrative functions, provide excellent customer service and manage quick action responsibilities. This role requires strong processing ability and excellent IT skills.
- We are currently experiencing a high level of recruitment in existing and new programs. This role has been created to support the recruitment within the Orygen Specialist Program.
- This role supports the recruitment activities associated with the outcomes of the Royal Commission into the Victorian Mental Health System and the implementation of these reforms.

Orygen Specialist Program is a program of The Royal Melbourne Hospital's NorthWestern Mental Health Service and provides specialist mental health services for young people aged 15 to 24 focusing on providing early intervention to young people with severe and complex mental illness. Orygen Specialist Programs work alongside Orygen, the National Centre of Excellence in Youth Mental Health which operates four primary mental health care headspace services in the catchment area. Multidisciplinary teams deliver individually tailored services that comprise assessment and crisis intervention, case management, medication, psychotherapy, family support, inpatient care, group work, vocational support, educational assistance, and intensive outreach. Specialist clinical streams offer targeted interventions for psychotic disorders (including young people at 'ultra-high risk' of psychosis), mood disorders, and personality disorders; and also manage the co-morbid substance use disorders, eating disorders, and neurodevelopment disorders. Additional information is available at www.ovh.org.au.

Key Accountabilities – Position Specific

- Provide a customer-focused service to candidates and managers, responding promptly to queries and telephone appropriately.
- Provide administrative support for the delivery of recruitment activities.
- Update and coordinate Position Descriptions, Advertisements and templates.
- Conduct and coordinate reporting around recruitment activities. Providing recruitment metrics for reporting purposes.
- Coordinate updates on internal communication tools.
- Liaise with the RMH People and Culture Team for offer management and on-boarding.
- Navigating various portals and websites.
- Maintenance of current online recruitment systems, including troubleshooting, updates & changes.
- Follow up hiring managers and candidates to complete requirements as necessary.
- Other administrative duties to support the Orygen Specialist Program Manager and Recruitment team as required.
- Provide advice, support and leadership for recruitment activities.
- Maintain strong working relationships and engagement with internal stakeholders to plan and coordinate requirements and timeframes for talent sourcing and selection activities.
- Managing the full end to end recruitment cycle providing extensive support to hiring managers to ensure process to fill roles is undertaken within agreed times.
- Providing effective solutions to complex recruitment requirements and working through escalation and enhancement methods to ensure roles are filled.
- Working with the relevant teams to oversee contract management and new starter documentation for new starters.
- Proactively working to develop and maintain talent pools and pipelines for critical roles, reducing fill-time and increasing quality of hire.
- Escalating critical issues and delays in recruitment.
- Providing ad-hoc administrative results within the scope of the role.
- Development, implementation and evaluation of services.
- Pursue quality assurance activities and projects.
- Establish and maintain effective interfaces with OYH programs and provide consultation as appropriate.
- Establish and maintain effective interfaces and partnerships with key agencies through collaborative projects.
- Comply, promote and provide advice in accordance with RMH HR policies and procedures.
- Contribute to a culture of caring, teamwork, continuous improvement, constructive performance review, quality work standards and service.
- The incumbent may be required to perform other duties as directed.

Key Relationships

Internal

- Orygen Program Managers
- NorthWestern Mental Health
- People and Culture

External

- Agencies
- Candidates

Formal Qualification(s) & Required Registration(s):

- ### Essential:

- ### Desirable:

- ## Health, Safety and Wellbeing

RMH employees have a responsibility to:

- 2020 v1.2

- RMH Employees in supervisory/management roles have, in addition to the above, responsibility to:

- ## The RMH Key Performance Indicators

- Demonstration of RMH values and behaviours, being a role model for living the values;
- Completion of mandatory training activities including training related to the National Standards;
- Participation in the RMH and Division/Service specific business planning process (if required);
- Achievement of RMH and portfolio specific KPI targets as they apply to areas of responsibility;
- Participation in and satisfactory feedback through the annual performance review process; and, where applicable, ensure direct reports have individual development plans including an annual review;
- Ability to provide a safe working environment and ensure compliance with legislative requirements concerning Occupational Health and Safety, anti-discrimination, and equal opportunity;
- Ability to operate within allocated budget (if required).

Clinical Governance Framework

- Fulfilling roles and responsibilities as outlined in the Clinical Governance Framework;
- Acting in accordance with all safety, quality and improvement policies and procedures;
- Identifying and reporting risks in a proactive way in order to minimise and mitigate risk across the organisation;
- Working in partnership with consumers and patients and where applicable their carers and families;
- Complying with all relevant standards and legislative requirements;
- Complying with all clinical and/or competency standards and requirements and ensuring you operate within your scope of practice and seek help when needed.

Equal Opportunity Employer

The RMH is an equal opportunity employer. We are proud to be a workplace that champions diversity; we are committed to creating an inclusive environment for all people. Our goal is for our people to feel safe, included and supported so that they can be at their best every single day.

I acknowledge and accept that this position description represents the duties, responsibilities and accountabilities that are expected of me in my employment in the position. I understand that The RMH reserves the right to modify position descriptions as required, however I will be consulted when this occurs.

Date (day/month/year)