



Australasian College  
for Emergency Medicine

# Position Description

Office of the CEO

Position Title	Recruitment Officer
Department	Office of the CEO
Date Reviewed	May 2021

Incumbent Name	Vacant	
Signature		Date

## College Overview

The Australasian College for Emergency Medicine (ACEM) is a not-for-profit organisation responsible for the training, assessment and continuing professional development of emergency physicians as well as the advancement of professional standards in emergency medicine in Australia and New Zealand.

Our vision is to be the trusted authority for ensuring clinical professional and training standards in the provision of quality, patient-focused emergency care.

Our mission is to promote excellence in the delivery of quality emergency care to all our communities through our committed and expert members.

The ACEM Core Values which employees and members hold themselves and others accountable are:

- Equity
- Respect
- Integrity
- Collaboration

## Department Overview

The Office of the Chief Executive Officer (CEO) supports the College as the conduit between College Board and College staff to inform the achievement of organisational priorities, as well as the liaison between members of the public, external organisations and the College Fellows, other members and trainees. Together with, and as part of overseeing the management of assistance to the ACEM Board and associated entities, the Office of the CEO manages matters relating to organisational strategic planning, regulatory and legal activities as well as People and Culture, and the International Federation for Emergency Medicine (IFEM).

## Position Purpose

The Recruitment Officer is responsible for providing end-to-end recruitment including all associated administration. The incumbent will also ensure the successful onboarding of all employees including the preparation of new starter packs, creating induction schedules, establishing new employees in the Human Resources Management System (HRMS) and organising the bi-annual orientation program.

## Key Responsibilities

The key responsibilities of the role shall include, but not be limited to:

- Provision of timely best practice advice and support to Supervisors in relation to the recruitment and selection process and onboarding.
- Working collaboratively with the hiring manager to drive the recruitment and selection process in line with the relevant College policies.
- Provision of administrative support in relation to recruitment which includes creating/revising Position Descriptions, drafting and placing job advertisements on internal and external job boards, prepare and arrange interviews, develop interview questions, collation, distribution of interview documents for interview panellists, letters of offer, contract renewals and amendments to contracts.
- Conducting shortlisting, interviews as the HR representative, reference checking, appointment process and approvals, offers of employment.
- Candidate management including notifying candidates of the status of their application, liaison with candidates to answer queries, provide feedback, or make verbal offers of employment.
- Preparation of letters of new employment packs and liaise with the relevant department and personnel to make onboarding arrangements.
- Updating and maintaining relevant HR documents/spreadsheets (salaries, seating chart, organisation chart, buddy spreadsheet, employee list) on the Intranet and within the HR files.
- Ensuring employment documentation is returned and new employee personnel files (electronic and hard copy) are created.
- Ensuring the employee onboarding experience of new employees is followed, and new employees are inducted appropriately.
- Establishing a process to review candidate and new employee experience to strengthen employer brand.
- Coordinating biannual orientation program for all new employees.
- Evaluation and contribution to all recruitment and onboarding processes and policies in Australia and New Zealand to ensure college compliance, legal requirements, and best practice.
- Demonstrate the ACEM Core Values within the Unit, Department and across the College.
- Ensure any allocated deliverables outlined in the ACEM Business Plan are met to a high standard.
- Ensure any allocated deliverables outlined in the ACEM Reconciliation Action Plan are met to a high standard.
- Ensure any allocated deliverables outlined in the ACEM Rautaki Manaaki Mana: Excellence in Emergency Care for Māori are met to a high standard.
- Ensure the quality recording of all processes relevant to role and responsibilities in the Promapp system.
- Strive to maintain a culturally competent and inclusive workplace and expected to undergo regular cultural competence training.
- Other responsibilities as delegated by Management within the scope of this position.

## Key Skills, Qualifications and Attributes

### Essential

- Tertiary qualification in Human Resources or similar discipline, or relevant equivalent work experience.
- Demonstrated experience in a recruitment role with sound knowledge of best recruitment practices and exposure to a broad range of roles.
- Demonstrated experience in end-to-end recruitment administrative processes, including writing and creating job advertisements, uploading to websites, and conducting reference checks.
- Strong planning and organisational skills with the ability to manage conflicting priorities.
- Proven experience in building and maintaining effective working relationships with a range of stakeholders.
- Highly developed verbal and written communication skills.
- Professional and ethical, with an ability to keep information confidential at all times.
- Strong computer skills in Microsoft Office suite.
- Commitment to the principles of equal opportunity, workplace diversity and industrial democracy.

## Workplace Health and Safety

All employees have a personal responsibility to work safely and to abide by health and safety legislation, policies, rules and established safe work practices. All employees are responsible for their own safety and that of fellow employees.

## Organisational Relationships

Reports to	Human Resources Coordinator
Supervision of	Nil
Internal Liaison	All employees
Committee Liaison	Nil
External Liaison	Recruitment agencies, external candidates

## Additional Information

- May involve work outside normal business hours to meet business objectives.
- Interstate and/or overseas travel may be required.