



## HR & Recruitment Support Officer

Hays • Western Sydney NSW



Base pay

\$46 - \$49 / hr



Work type

Temporary



Contract type

Permanent

### Skills

HR

RECRUITMENT

### Full job description

#### Your new company

Your new organisation is a reputable employer, a government body based in Sydney, responsible for all of NSW. This is a newly created role due to an increased workload within the department. This contract is initially until the end of the year, but there is the possibility of extension.

#### Your new role

In your new role you will be responsible for providing support to business directors in the following areas:

- Acting as a first poc for key stakeholders & candidates
- Taking comprehensive job briefings from key stakeholders
- Drafting and final sign-off of job descriptions, advertising material and strategies
- Completing initial shortlisting
- Creating suitable interview questions and work sample assessments
- Chairing interview panels and report writing on same
- Making offers of employment
- Completing pre-screening checks
- Taking part in recruitment projects as required

#### What you'll need to succeed

In order to succeed you will ideally:

- Hold a tertiary qualification in HR or a related discipline

### Job details



Date posted

16 Sep 2022



Expiring date

16 Sep 2023



Category

HR & Recruitment



Occupation

Other



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\$46 - \$49 /hr



Contract type

Permanent



Work type

Temporary



Job mode

Standard business hours



Work Authorisation

Australian citizen /  
Permanent resident

- Have demonstrable experience within a large complex organisation
- Have significant experience in recruitment
- Have demonstrable experience completing the duties above

**What you'll get in return**

In return you will receive the opportunity to work in a government organisation that makes a difference in NSW. You will receive a competitive hourly rate and hybrid working options. You will also have the opportunity to further your skills within a well-established and hard working team.

**What you need to do now**

If you're interested in this role, click 'apply now' to forward an up-to-date copy of your CV, or call us now.

If this job isn't quite right for you but you are looking for a new position, please contact us for a confidential discussion on your career.

**LHS 297508** #2652867