

Position Description

Recruitment Team Leader

Division	Workforce and Information Services
Grade/Band	Band 6
Position Number	DB6201
Date position description approved	6 March 2019

Council overview

At the City of Sydney our people are our most important asset and central to achieving our exciting and ambitious Sustainable Sydney 2030 – developing a green, global and connected city. The City of Sydney works to build socially sustainable communities that support a more inclusive Sydney – a city that is also more connected, liveable and engaged.

From our high-quality facilities to local services and initiatives, we are dedicated to delivering the best city environment for business, work, living and recreation.

Council values

Our people are custodians of public trust and confidence. In recognising this, we are committed to building a high performing culture built on the values of collaboration, courage, integrity, innovation, quality and respect. These six core values guide everything we do at the City.

Primary purpose of the position

The Recruitment Team Leader manages the staff and daily activities of the recruitment team to ensure the delivery of high quality, value-added recruitment and selection advice and service across the City. Working collaboratively with all Corporate HR teams, the Recruitment Team Leader will lead the development of recruitment and selection capability in hiring managers, champion continuous improvement of business processes and develop a partnership model within the recruitment team.

Key accountabilities

Implement system and process enhancements to continuously improve recruitment performance benchmarks.

Supervise, manage and coach the recruitment team to deliver expected performance goals. Design content and deliver coaching and training to hiring managers and panel members to improve selection outcomes.

Manage job design and the job evaluation process to achieve consistency across the organisations establishment.

Establish systems and process governance to ensure compliance with Policies, Procedures and Legislation

The position is expected to comply with the Work Health and Safety Act and associated legislation in the performance of all duties.

Key challenges

- Deliver accurate work within established deadlines within a high volume environment.
- Establish and maintain effective a high level of customer service with various stakeholders
- Effective delivery of process improvements to drive efficiencies across all aspects of recruitment and selection

Key relationships

Who	Why
Internal	
Manager Recruitment and HR Systems	<ul style="list-style-type: none">• Work closely to deliver on operational aspects of recruitment and selection goals and strategies• Report on milestones and deliverables of projects and programs
Corporate HR	<ul style="list-style-type: none">• Guide, support, coach and mentor team members• Work collaboratively with HR colleagues to deliver best HR outcomes for clients
Client Stakeholders	<ul style="list-style-type: none">• Provide expert advice on a range of recruitment related issues and strategies• Optimise engagement to achieve defined outcomes• Manage expectations and resolve issues
External	
Candidates	Work to optimise candidate experience throughout the recruitment, selection and onboarding processes
Agencies	Engaging agencies on permanent placement engagements via RFQ process

Key dimensions

Decision making

Decision making responsibilities of the position and more formal delegations under an Act and/or Council policy

The position is accountable for decisions regarding all project operational objectives and for the provision of advice to team members and relevant stakeholders on day to day operational decisions.

Reports to

Manager Recruitment and HR Systems

Estimated number of direct reports

3

Knowledge & Skills

A relevant degree qualification in Business, Human Resources, Change Management or Psychology or significant relevant work experience in internal or agency recruitment.

Experience managing a recruitment team in an internal, agency or RPO environment

Comprehensive knowledge of the recruitment sector

Capabilities for the position

The City's Leadership and Management Capability Framework (LMCF) outlines the capabilities expected of people managers to perform well in their role. They are expressed as behaviours that show expected knowledge, skills and our values. There are capabilities for employees and managers which provide clarity, common language and consistency. See attachment.

Capability Group	Capability Name	Level
Leadership	Displays Awareness of Self and Others	Team Leader/ Supervisor
	Cultivates Productive Relationships	Team Leader/ Supervisor
	Drives Results	Team Leader/ Supervisor
	Develops People and Culture	Team Leader/ Supervisor
	Operates Strategically	Team Leader/ Supervisor
Management	Technology and Information Management	Team Leader/ Supervisor
	Finance and Resource Management	Team Leader/ Supervisor
	Asset Management	Team Leader/ Supervisor
	Risk Management, Safety and Compliance	Team Leader/ Supervisor
	Procurement and Contract Management	Team Leader/ Supervisor
	Project Management	Team Leader/ Supervisor
	Change Management	Team Leader/ Supervisor
	People Management	Team Leader/ Supervisor

Focus capabilities

- **Displays Awareness of Self and Others** – Keeps control of own emotions and seeks to understand others before responding. Shows genuine empathy and respect; adapts well to change and stays calm under pressure. Demonstrates integrity by taking responsibility for their words and actions.
- **Cultivates Productive Relationships** – Earns trust by being authentic. Demonstrates respect for each colleague, partner and or stakeholder by recognising the benefits of diverse ideas and approaches.
- **Drives Results** – Establishes clear, measurable goals for the team and individuals. Clarifies responsibilities and builds ownership by regularly monitoring team and individual progress. Sets high standards for operating ethically and efficiently and takes early corrective action when required.
- **Develops People and Culture** – Provides each staff member with guidance, development opportunities and feedback that drives high performance. Demonstrates courage to address workplace behaviours that conflict with our values. Communicates the benefits of a diverse and inclusive workplace.
- **Operates Strategically** – Ensures the team understands the strategy and how it addresses future challenges. In collaboration with team members, sets performance objectives that show how each staff member contributes to the strategy.
- **Manages Effectively** – Technology and Information Management, Finance and Resource Management, Asset Management, Risk Management, Safety and Compliance, Procurement and Contract Management, Project Management, Change Management, People Management.