

Position Description



Position Title	Recruitment Coordinator
Position No	00070711
Delegation Level	006
Job Designation	Coordinator
Organisational Unit	Recruitment Remuneration and Organisational Design
Work Centre	Brisbane
Position Type	Permanent
Rail Safety Worker	No
Medical Fitness Standard	Refer to relevant business instructions.
Performance Plan Type	Team Member - PPR
Shiftworker	No
Classification (Range)	AS4 .1 - AS4 .4
Pay Scale Type	ASPT
Reports to Position	Recruitment Lead

QUEENSLAND RAIL VALUES:

- 1 Queensland Rail - We do better together
- Treat others with respect - We appreciate everyone's contributions and differences
- Empower our people - We have confidence in our people
- Act Safely - We work safe, to go home safe
- Make a positive difference - We learn from today, to improve tomorrow

Position Purpose

To provide high level customer service and recruitment support to the Careers Centre team in delivering end to end recruitment services and to coordinate the apprentice, trainee and graduate program.

Position Responsibilities

1. Coordinate the apprentice, trainee and graduate program as per Queensland Rail's programs and specifications.
2. Assist with general end to end recruitment and selection activities.
3. Assist in the coordination of the "Temp Desk" for all Queensland Rail temporary labour hire requirements from the receipt of an approved request through to the successful engagement of the temporary resource. This will include liaising with third party vendors as required to source and / or engage temporary labour hire.
4. Develop and implement governance and audit frameworks and checks for the apprentice, trainee and graduate program.
5. Review and evaluate the ongoing management of the program.
6. Engage with and develop relationships with key business and industry stakeholders.

Additional Factors

- The appointee will be required to :-
- Comply with Queensland Rail's Code of Conduct;
 - Observe all legal and safety obligations of the organisation;

What is the key selection criteria

1. High level of skill in providing customer service to internal and external clients.
2. Substantial knowledge of apprentice, trainee and graduate



recruitment and selection including administering and coordinating programs.

3. Substantial knowledge of Recruitment and Selection practices and procedures.
4. Substantial interpersonal, oral and written communication skills.
5. Substantial level of skill, knowledge and experience working with databases (SAP, PageUp), spread sheeting and document formatting.
6. Substantial problem solving, prioritising and organisational skills.
7. Sound level of skill in working both autonomously and as a member of a team to achieve objectives and deadlines within a customer focused environment.
8. Knowledge of and willingness to commit to and work within Queensland Rail's Values and Behaviours.

Pre-employment Checks:

Not Applicable

Mandatory Qualifications (If not already held, I will gain these when in position)

40007588 All Aboard
40001627 Building Emergency Procedures

Enterprise Qualifications (If not already held, I will gain these when in position)

40009601 Code of Conduct Refresher
40006537 Rail Safety Awareness

Health, Safety and Environment Responsibilities

Comply with the overarching document called Health, Safety and Environment Responsibilities MD-11-6843 located in the Safety and Environment Management System.

Personal Protective Equipment needs:

Refer to relevant business instructions.

Safety Publications

Refer to relevant business instructions.

Please Note:

Queensland Rail has a random alcohol and other drug testing program.
Testing can occur anywhere, at any time, on any day.