



## Recruitment Officer (Specialist)

APS Level 4, APS Level 5 and APS Level 6

People Division

Staffing Branch

Ongoing/Non-Ongoing, Full-time/Part-time

(\$69,010 - \$94,339 plus superannuation)

Canberra, ACT

Reference: A230/2019

### THE OPPORTUNITY

The Department of Foreign Affairs and Trade is looking for experienced and motivated operational recruitment officers to work as part of a team delivering high-quality, responsive and efficient recruitment services to candidates and to business areas across the department. The Recruitment Section sits within the People Division and is a key part of the department's strategic human resource management, providing services to DFAT and client agencies. Working closely with our workforce planning experts and operational staffing team, the Recruitment Section leads an active work program of bulk and specialist recruitment at APS and Senior Executive levels and an annual graduate recruitment program.

The Recruitment Section works to provide innovative approaches to recruiting high-calibre staff across the department's operations, including managing affirmative measures recruitment processes for Indigenous Australians and people with disability. This includes playing an active part in an ambitious internal transformation program to streamline people processes across the organisation.

You will be an experienced recruitment officer, with demonstrated skills in operational recruitment work, including using an online recruitment system to manage day-to-day recruitment activity. You will enjoy working as part of a team to deliver a high standard of customer service. You will have excellent attention to detail, superior organisation skills and a strong customer-centric approach to work. You will have high-level written and oral communication skills and will understand the importance of discretion in all aspects of your work.

The department supports flexible working arrangements, including part-time work and job sharing.

DFAT is committed to providing an inclusive and diverse workplace where all employees are valued. We appreciate the experiences, skills and perspectives of all individuals. We actively encourage applications from people from diverse backgrounds. Please refer to our Workplace Diversity internet page for further information.

Candidates must be Australian citizens.

This is a security-designated position. Prior to engagement selected candidates will be required to obtain an Australian national security clearance at Negative Vetting Level 2. Ongoing employment with the department requires the successful candidates to maintain a security clearance. Loss of a security clearance at any time will lead to termination of employment.

A face-to-face interview is a critical part of the security clearance process. This interview will be conducted in Australia, preferably in Canberra. If you reside overseas please be aware that you will be required to travel to Canberra at your own expense to undertake the security interview. Interviews cannot be conducted by video link or Skype.

Candidates' attention is drawn to the department's policy on recruitment or promotion to specialist positions. This position is categorised as "specialist". If you are recruited to this position, you will be required to remain in your area of specialisation for a minimum of three years, before becoming eligible to apply for movement within the department subject to capability and performance.

DFAT employees are expected to adhere to the APS Values and Code of Conduct and the DFAT Values Statement. Depending on the role, DFAT employees may be required to obtain and maintain a valid Working with Children/Vulnerable persons clearance.

Please visit the DFAT website to view further details of this opportunity.

**Applications close Monday 16 September 2019 at 2:00pm AEST.**

**CLICK FOR FURTHER INFORMATION AND TO  
VIEW THE POSITION DESCRIPTION**