



**Swan Hill**  
District Health



*Inclusive*

*Compassionate*

*Progressive*

*Accountable*

## **Recruitment Officer**

### **Part-Time – 64 hours fortnight (HS3)**

We are seeking an enthusiastic, highly motivated and suitably skilled individual to join our People and Culture team at Swan Hill District Health. In this role, you will provide administrative services to facilitate the recruitment process of vacant positions throughout the health service. This position is focused on responding to and enabling the recruitment process to meet the varying recruitment demands of the organization.

#### **The successful applicant must:**

- Minimum of 1-2 years' experience (or a recent graduate) in Human Resources management in recruitment or other appropriate disciplines
- Current satisfactory National Police Record Check
- Current Working with Children Clearance (from PD)
- Evidence of immunisation records/history as part of the Health Services Act 1988, 2020 Amendment (Mandatory Vaccination of Healthcare Workers), through either documentation or copy of serology report (requirement that there is immunisation for all vaccine preventable illnesses)

#### **Skills and abilities (adjust to suit the role)**

- Well-developed interpersonal and communication skills
- Computer literacy (familiarity with hospital clerical systems).
- Excellent telephone manner
- Flexibility and ability to adapt to changing priorities.
- Excellent time management skills
- High attention to detail

Applications including the names of two referees should be forwarded to: People & Culture, Swan Hill District Health via email to [employment@shdh.org.au](mailto:employment@shdh.org.au)

Enquiries about this role should be directed to **Fiona Lawrance** on  
Ph: (03) **5033 9994**

Applications will only be accepted if they address the Key Selection Criteria and include an **Application for Employment form** – all documents are located on our website [SHDH jobs](#)  
Email applications are preferred.

Swan Hill District Health reserves the right to interview and appoint candidates prior to the Closing Date.

Swan Hill District Health is an equal opportunity employer committed to diversity and inclusion. We welcome applications from Aboriginal and Torres Strait Islander people, people with diverse cultural and linguistic backgrounds and people with disability.

**Closing Date: 17<sup>th</sup> September 2025**



<b>Position:</b>	<b>People &amp; Culture - Recruitment Officer</b>
<b>Classification:</b>	<b>HS 3</b>
<b>Department:</b>	<b>People &amp; Culture</b>
<b>Reports to:</b>	Operational Manager People & Culture
<b>Position Summary:</b>	<p>The People and Culture Talent Recruitment Officer is part of a team leading and implementing change and engagement activity across Swan Hill District Health (SHDH), as well as managing operational aspects of human resources.</p> <p>The role is responsible for the recruitment and selection process to facilitate the successful recruitment and onboarding of quality candidates to SHDH. The People &amp; Culture Talent Recruitment Officer partners with managers to support them through the recruitment and selection process to attract and retain quality candidates across all facets of SHDH.</p>
<b>Responsibilities:</b>	<p>This position's key responsibilities are:</p> <p>Recruitment:</p> <ul style="list-style-type: none"><li>• Coordinate the SHDH talent recruitment process by identifying the most effective avenue for recruitment in relation to vacancies, liaising with the hiring manager, monitoring and shortlisting applications, scheduling and coordinating interviews.</li><li>• Monitor, review and implement the recruitment and selection process to ensure that it is aligned to best practice and aimed at achieving quality and timely outcomes.</li><li>• Work in consultation with the P&amp;C Advisor to assist the medical workforce recruitment, recruitment and new employee onboarding.</li><li>• Manage new employee onboarding documentation including: contracts preparation, payroll requirements and required onboarding documentation.</li><li>• Accountable for placement of all recruitment advertising, including consultation with hiring managers to discuss advertising options.</li><li>• Assisting with position description review and development.</li><li>• Develop, implement and initiate the RIS system to ensure maximum efficiencies.</li><li>• Provide ongoing education to the hiring recruitment panels to ensure compliance with legislation and best practice to facilitate best recruitment outcomes.</li><li>• In consultation with the Operational Manager coordinate immigration work right applications to ensure compliance.</li><li>• Ensure positive candidate experiences from the initial application to the final on-boarding process. Maintain awareness of competitor practices, industry trends and recruitment standards.</li><li>• Participate in the induction and onboarding program as required.</li></ul> <p>People &amp; Culture (P&amp;C) programs and processes</p> <ul style="list-style-type: none"><li>• In consultation with P&amp;C Team develop, provide advice, consult and implement best practice people management processes particularly with regards to recruitment, selection and onboarding.</li><li>• Support health, wellbeing, reward and recognition programs.</li><li>• Provide support with the performance appraisal process, including</li></ul>

	<p>and evaluating performance feedback over time and providing coaching and development advice to managers.</p> <ul style="list-style-type: none"> <li>• When required, provide data and reports for management and operational purposes, including evaluating the success of programs and initiatives.</li> <li>• Contribute to the design of People &amp; Culture policy's and procedures, ensuring they are relevant, up-to-date and accessible to all staff.</li> <li>• Lead various P&amp;C projects under direction of Operational Manager of People &amp; Culture.</li> </ul> <p>Grievances and investigations</p> <ul style="list-style-type: none"> <li>• Coordinate grievance processes and conducting 'straight forward' investigations as directed.</li> <li>• Reporting on investigations and providing coaching to manager(s) on findings and recommendations for resolution.</li> </ul> <p>Policies &amp; Procedures</p> <ul style="list-style-type: none"> <li>• Ensuring awareness, compliance and activation of HR policies and procedures eg: flexible work arrangements, purchased leave, absenteeism management, etc.</li> <li>• Contribute to the education of new &amp; updated policies/procedures.</li> <li>• Provide advice, in consultation with Payroll, to ensure employee remuneration is paid in accordance with Enterprise Agreements and that terms and conditions of employment are compliant with appropriate legislation.</li> </ul> <p>Work closely with the OH&amp;S team to support the implementation of OH&amp;S initiatives (with a focus on prevention), OH&amp;S training, return to work plans, etc.</p>
<b>Key Selection Criteria</b>	<p>Selection will be based on personal qualities, knowledge and skills required to achieve the objectives this position.</p> <ul style="list-style-type: none"> <li>• A minimum of 1-2 years' experience or recent graduate in Human Resources Management, preferably recruitment or other appropriate disciplines.</li> <li>• Demonstrated knowledge in: <ul style="list-style-type: none"> <li>- relevant legislation, particularly employment law and the ability to interpret legislation, enterprise agreements and policies.</li> <li>- Human Resources Management; including exposure to recruitment and engagement, Human Resource advice, remuneration administration, performance management, dispute resolution processes and knowledge of contemporary Human Resources practice</li> </ul> </li> <li>• Ability to work in a changing environment and demonstrate flexibility and problem-solving skills.</li> <li>• Demonstrated commitment to performing all tasks with a continuous improvement ethos.</li> <li>• Ability to relate to, and negotiate with, a wide range of individuals and groups, including development of relationships to effect change.</li> <li>• Demonstrated commitment and understanding of confidentiality/privacy principles and the importance of same in human resource management.</li> <li>• Well-developed verbal and written communication skills.</li> <li>• Membership of, and active participation in, appropriate industry associations or forums and commitment to continued professional development</li> <li>• Excellent skills in Microsoft Excel, Word, PowerPoint and exposure to HRIS systems.</li> <li>• Current National Police Check.</li> </ul>

	<ul style="list-style-type: none"> <li>Evidence of immunisation records/history as part of the Health Services Act 1988, 2020 Amendment (Mandatory Vaccination of Healthcare Workers) through either documentation or copy of serology report. It is required that there is immunisation for all vaccine preventable illnesses.</li> </ul>
<b>Salary/Award:</b>	Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Workers) Single Interest Enterprise Agreement.
<b>First Nations:</b>	Swan Hill District Health would like to acknowledge First Nations communities of Wamba Wamba, Wadi Wadi, Barapa Barapa, Latji Latji and the Tatti Tatti people on whose land, we work and live. We pay respect to all Elders past and present and honour their connection to the land and water.
<b>Continuous Quality Improvement:</b>	<ul style="list-style-type: none"> <li>Each staff member is expected to demonstrate a commitment to best practice.</li> <li>All staff shall take responsibility for their own practice and share responsibility for creating and maintaining a system that provides safe, high quality health care.</li> <li>All staff will participate in quality improvement activities aimed at improving patient outcomes and maintaining accreditation standards.</li> <li>It is the responsibility of every staff member to be familiar with Health Service-wide and specific Department Policies &amp; Protocols.</li> </ul>
<b>Person Centered Care:</b>	<p>The Health Service supports in its values the philosophy of Person-Centered Care to ensure all people, including health service providers, clients, their carers and family members are respectfully cared for and encouraged to participate in the provision of quality health care.</p> <p>Recognise diversity is part of every person &amp; as such providers of health care must be actively involved in developing models of care that are person centered.</p>
<b>Child Safety:</b>	<p>All children have the right to feel and be safe. Keeping children safe is everyone's responsibility. SHDH is committed to providing a child safe environment where children are safe and feel safe, and where their voices are heard about the decisions that affect them.</p> <p>SHDH have zero tolerance to child abuse.</p> <p>Each employee has a responsibility to adhere to this requirement. Any breach of this standard will result in disciplinary action.</p>
<b>Our Purpose:</b>	<b>Connected Care / Best Experience</b> SHDH commits to meet the growing health care needs of our community through our new vision to provide better-connected care and to achieve the best care experience.
<b>Privacy and Confidentiality:</b>	<p>SHDH are committed to protecting patient and staff privacy and confidentiality, as it is an important aspect of our commitment to providing high quality services. In accordance to both the Health Records Act and the Information Privacy Act, information should only be used and disclosed for the primary purpose of its collection.</p> <p>Each employee has a responsibility to adhere to SHDH's Privacy and Confidentiality Policy, as it is a condition of employment. Any breach of the rules of privacy and/or confidentiality relating to health service business, patients or medical records will result in disciplinary action.</p>
<b>Mandatory Training:</b>	All employees must be aware of and complete designated mandatory training within the required time frame.

<b>Safety:</b>	<b>RESPONSIBILITIES: It is the responsibility of every staff member to:</b> <ul style="list-style-type: none"> <li>• Take reasonable care for their safety and the safety of others while at work.</li> <li>• Report accidents, incidents and potential hazards as soon as reasonably practicable to their supervisor and record on VHIMS reporting system.</li> <li>• Advise their supervisor if they have an injury or illness that may affect their ability to perform the inherent requirements of their position.</li> <li>• Be familiar with emergency and evacuation procedures as detailed in the Emergency Procedures Manual.</li> <li>• Complete all Mandatory training requirements as identified and directed.</li> <li>• Comply with the Occupational Health and Safety Act and all SHDH O.H. &amp; S. online Policies and Procedures.</li> </ul>
<b>Asset Management:</b>	Staff with asset management responsibilities are required to adhere to the Asset Management Policy and Protocols.
<b>Review:</b>	Completion of My Work Plan on a yearly basis.
<b>Previous Revision dates:</b>	Oct 20, April 22
<b>Current:</b>	April 25
<b>Managers Name:</b>	
<b>Managers Signature:</b>	
<b>Employees Name:</b>	
<b>Employees Signature:</b>	



The Application for Employment form is required to be submitted with the following documents:

- ☐ Covering letter in support of application
- ☐ Response to Key Selection Criteria
- ☐ Applicants Curriculum Vitae

**Position Applying for**

**General Information**

**Name**

**Address**

**Contact**

Home phone

Mobile

Email

Are you of Aboriginal/Torres Strait Islander Origin? ☐ No ☐ Aboriginal ☐ Torres Strait Islander  
(This question is voluntary)

Do you wish to be identified under this category? ☐ Yes ☐ No

Are you an Australian Citizen or Permanent Resident: ☐ Yes ☐ No Date of Grant ...../...../.....

If no, what is your current Visa Status – Visa type ..... Expiry date ...../...../.....

Place/Country of issue: ..... Issue Number: .....

Do you require sponsorship? ☐ Yes ☐ No

**Conditions of Employment**

Employment conditions are governed by the relevant Public Sector Health Industry Awards and EBAs relevant to the position applied for:

**Initial employment is subject to:**

- 6 months' probationary period (*with a review at 3 months.*)
- Requirement to work any shift
- Requirement to work in any department as required

**Hours of Work** – ..... (Availability)

**Discipline/Misconduct**

Have you experienced discipline or misconduct action at any previous employment? ☐ Yes ☐ No

If **Yes**, please provide details:



## Police and Working with Children Checks

Satisfactory Police Checks, and in some areas, Working with Children Checks are mandatory at the point of employment.

If you have a current Police Check and/or Working with Children Check, please show the check identifying numbers and the date of issue: \_\_\_\_\_

Upon engagement, you will be required to provide the necessary information to complete a Check. Please note that it is a condition of employment that you maintain a current satisfactory Police Check and, if required, Working with Children Check.

## Pre-existing Health and Injury Declaration

Swan Hill District Health (SHDH) is committed to achieving a safe working environment for all employees. As part of this, it is our objective to ensure potential employees are not required to work in duties that they are not able to perform safely. As part of the application process for employment with SHDH, we request you to disclose any pre-existing injury or disease which may be adversely affected by the performance of the inherent requirements of the position you have applied for – as described in the Position Description for the position.

Pursuant to S.41 (1) and (2) of the *Workplace Injury Rehabilitation and Compensation Act 2013*, you are required to disclose to SHDH any pre-existing injury or disease that you have suffered of which you are aware, and could reasonably be expected to foresee, could be affected by the nature of this proposed employment.

Failure to make a disclosure, or the making of a false or misleading disclosure, would disentitle you to compensation pursuant to the *Workplace Injury Rehabilitation and Compensation Act 2013* should you suffer any reoccurrence, aggravation, acceleration, exacerbation or deterioration of your pre-existing injury or disease arising out of, or in the course of, or due to the nature of with SHDH. SHDH will rely upon any failure to disclose in accordance with the provisions of the *Workplace Injury Rehabilitation and Compensation Act 2013* as grounds for denying compensation in accordance with S.41 (1) and (2).

Should any alteration, change or rearrangement be necessary to enable you to carry out the inherent requirements of the position, we also request that you disclose these requirements. SHDH is an equal opportunity employer and will arrange any reasonable adjustment to enable a person with a disability to perform the inherent requirements of the position and therefore compete equally with other applicants for this position. Please disclose in the place below any pre-existing injury or diseases that you suffer from, or have suffered from, which could be affected by the nature of your proposed employment with Swan Hill District Health.

**Disclosure advice: - (to be completed by the applicant)**

I confirm that I have read and understood the contents of the above information and state that I have disclosed all relevant information in relation to my health and physical ability to carry out the inherent requirements of this position.

**Signature of applicant:** \_\_\_\_\_ **Date:** ...../...../.....

**NOTE:** If providing this form electronically, you accept that the information is true and correct by the action of submitting the form. You will be requested to sign the printed version at your interview if you are selected.

### Enquiries:

Email address: [employment@shdh.org.au](mailto:employment@shdh.org.au)

Phone: 03 50339315

Postal Address: PO Box 483 SWAN HILL VIC 3585