



Swan Hill
District Health



Inclusive

Compassionate

Progressive

Accountable

Recruitment Officer

Part-Time: 48 - 64 hours fortnight

Classification HS3

A permanent part-time position is available for a Recruitment Officer to join our People and Culture team at Swan Hill District Health (SHDH).

The Position

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. We are seeking an enthusiastic, highly motivated and suitably skilled individual to utilize internal supporting programs and partner with managers to support them through the recruitment and selection process to attract and retain quality candidates across all facets of SHDH.

You Bring

- 1-2 years' experience in recruitment or talent acquisition roles, and/or completion of recent studies in directly related fields.
- Demonstrated understanding of recruitment guiding principles.
- Ability to work in a changing environment and demonstrate flexibility and problem-solving skills.
- Ability to relate to, and negotiate with, a wide range of individuals and groups, including development of relationships to effect change.
- Demonstrated commitment and understanding of confidentiality and privacy principles.
- Demonstrated computer literacy, with experience using Microsoft Suit programs. Exposure to HRIS systems, highly regarded.

Previous experience in Public Health highly regarded.

Required at the time of employment

- Current National Police Check.
- Evidence of immunisation records/history as part of the Health Services Act 1988, 2020 Amendment (Mandatory Vaccination of Healthcare Workers)

This position is employed under the Health and Allied Services, Managers and Administrative Workers (Victorian Public Health Sector) Single Interest Enterprise Agreement. Remuneration will be in line with HS3 classification.

About Swan Hill: Swan Hill is situated in North-West Victoria. Located on the beautiful banks of the Murray River with multiple tourist attractions and community events in the surrounding region.

About Swan Hill District Health: Swan Hill District Health is a 143 bed (including Aged Care), fully integrated rural public health facility servicing a greater community of around 35,000 people. At Swan Hill District Health (SHDH), our vision is to provide connected care, best experience for our community.

We are a compassionate, family friendly employer where every employee is a valued team member. Whilst encouraging and supporting work/life balance, SHDH also provides:

- ®A dynamic workplace
- ®Discounted Corporate gym memberships
- ®Salary Sacrifice/Packaging
- ®Professional Development opportunities
- ®Employee Assistance Program

Attract Connect Stay; our community are excited to see you and your family arrive. Let us help you connect; schools, partner employment, clubs, housing and the things that matter to you when building your new life.

To apply for this position please email your completed Application for Employment Form, Cover letter, CV and Responses to the Key Selection Criteria, to employment@shdh.org.au. You will find the documents required on our website – [Vacant positions](#)

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. If you require any reasonable adjustments to the recruitment process or the role, please let us know by contacting employment@shdh.org.au

Applications close: Monday 20th April 2026

Swan Hill District Health reserve the right to interview and appoint candidates prior to this date.



Position:	People & Culture - Recruitment Officer
Classification:	HS 3
Department:	People & Culture
Reports to:	Operational Manager People & Culture
Position Summary:	<p>The People and Culture Recruitment Officer is part of the team that manages all operational aspects of human resources, occupational health and safety (OH&S) and security, whom lead and implement change and engagement activity across Swan Hill District Health (SHDH).</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 & Culture 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>
Responsibilities:	<p>This position's key responsibilities are:</p> <p>Recruitment:</p> <ul style="list-style-type: none"> • 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. • 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. • Work in consultation with the Medical Services team to assist in medical workforce recruitment and new employee contracts. • Oversee new employee onboarding, including: contracts preparation, payroll requirements and all required onboarding documentation. • Accountable for placement of all recruitment advertising, and in consultation with hiring managers discuss advertising options and proposed timeframes. • Assisting with position description review and development. • Develop, implement and review the recruitment and onboarding processes to ensure maximum efficiencies. • Coordinate the process for any immigration work right applications, through consultation with Hiring Managers and Operational Managers, to ensure compliance and alignment with SHDH policies. • Ensure best candidate experiences from the initial application through to the onboarding process. • Maintain awareness of competitor practices, industry trends and recruitment standards. • Participate in the induction and onboarding program, as required. <p>People & Culture (P&C) programs and processes</p> <ul style="list-style-type: none"> • In consultation with P&C team develop, provide advice, consult and implement best practice people management processes particularly with regards to recruitment, selection and onboarding. • Provide data and reports for agreed recruitment and talent

	<p>acquisition metrics for management and operational purposes.</p> <ul style="list-style-type: none"> • Contribute to the design of People & Culture policies and procedures, ensuring they are relevant, up-to-date and accessible to all staff. • Contribute to various P&C projects under direction of People & Culture management. • Work closely with the OH&S team to support OH&S initiatives within the recruitment and onboarding processes, such as injury disclosure, capacity assessment, etc.
Key Selection Criteria	<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"> • 1-2 years' experience in recruitment or talent acquisition roles, or completion of recent studies in directly related fields. • Demonstrated understanding of recruitment guiding principles. • Ability to work in a changing environment and demonstrate flexibility and problem-solving skills. • Ability to relate to, and negotiate with, a wide range of individuals and groups, including development of relationships to effect change. • Demonstrated commitment and understanding of confidentiality and privacy principles. • Demonstrated computer literacy, with experience using Microsoft Suit programs. Exposure to HRIS systems, highly regarded. <p>Previous experience in Public Health highly regarded.</p> <p>Required at the time of employment:</p> <ul style="list-style-type: none"> • Current National Police Check. • 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.
Salary/Award:	Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Workers) Single Interest Enterprise Agreement.
First Nations:	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.
Continuous Quality Improvement:	<ul style="list-style-type: none"> • Each staff member is expected to demonstrate a commitment to best practice. • 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. • All staff will participate in quality improvement activities aimed at improving patient outcomes and maintaining accreditation standards. • It is the responsibility of every staff member to be familiar with Health Service-wide and specific Department Policies & Protocols.
Person Centered Care:	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.

	Recognise diversity is part of every person & as such providers of health care must be actively involved in developing models of care that are person centered.
Child Safety:	<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>
Our Purpose:	Connected Care / Best Experience 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.
Privacy and Confidentiality:	<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>
Mandatory Training:	All employees must be aware of and complete designated mandatory training within the required time frame.
Safety:	<p>RESPONSIBILITIES: It is the responsibility of every staff member to:</p> <ul style="list-style-type: none"> • Take reasonable care for their safety and the safety of others while at work. • Report accidents, incidents and potential hazards as soon as reasonably practicable to their supervisor and record on VHIMS reporting system. • Advise their supervisor if they have an injury or illness that may affect their ability to perform the inherent requirements of their position. • Be familiar with emergency and evacuation procedures as detailed in the Emergency Procedures Manual. • Complete all Mandatory training requirements as identified and directed. • Comply with the Occupational Health and Safety Act and all SHDH O.H. & S. online Policies and Procedures.
Asset Management:	Staff with asset management responsibilities are required to adhere to the Asset Management Policy and Protocols.
Review:	Completion of My Work Plan on a yearly basis.
Previous Revision dates:	Oct 20, April 22, April 25
Current:	March 26
Managers Name:	
Managers Signature:	
Employees Name:	

Employees Signature:

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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	
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General Information	
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Name	
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Address	
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Contact	<u>Home phone</u>	<u>Mobile</u>	<u>Email</u>
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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

Phone: 03 50339315

Postal Address: PO Box 483 SWAN HILL VIC 3585