



Position Description

POSITION TITLE	Recruitment Officer
REPORTS TO	Director People and Operations
SUPERVISES	
INTERNAL RELATIONSHIPS	Staff, Centre Managers, Board of Directors, CEO
EXTERNAL RELATIONSHIPS	Government departments, prospective candidates, RTOs, external agencies/advisors

POSITION OBJECTIVE

To provide recruitment pathways for Alpine Children's Services

Reporting to the Director of People and Operations, the Recruitment Officer will lead Alpine Children's Services' strategic talent acquisition efforts, focusing on critical roles, while driving workforce planning strategies. The role will be based in any of ACS's services (Bright/Mount Beauty/ Myrtleford), with the capacity to work flexibly and will involve travel between our services. For our ideal candidate- with extensive international recruitment experience, we would be happy to consider fully flexible work arrangements.

The Recruitment Officer will shape ACS' talent pool. This role oversees the end-to-end recruitment process, including international recruitment, to best meet local requirements.

BELIEFS: We believe all children and families should be safe, nurtured, and experience a supportive foundation that enables them to live happy lives.

OUR VALUES:

- **Responsive to Community** We are committed to understanding, engaging with, and responding to the diverse needs of the communities we serve. We actively seek partnerships and collaborations that foster an inclusive, supportive, and enriching environment for children and families, ensuring our services address our community's unique challenges and opportunities.
- **Integrity** We are steadfast in our commitment to honesty, transparency, and ethical behaviour in all that we do. We cultivate trust and credibility with our colleagues, families, communities, and partners by being authentic and loyal to our beliefs and purpose.
- **Personable and Caring** We prioritise kindness, nurturing, and empathy in every interaction, creating a safe and supportive atmosphere for the children and families we serve. Our approach is centred on enabling and empowering each individual to reach their fullest potential while fostering a sense of belonging, understanding, and mutual respect within our community.
- **Accountable** We are dedicated to delivering the highest quality of service by taking ownership of our actions, decisions, and results. We empower our colleagues to act responsibly and transparently, ensuring a culture of continuous improvement and fostering trust among the children, families, and communities we serve.
- **Joyful** We embrace laughter, passion, and a zest for life and work, striving to bring colour and positivity into every aspect of our organisation. We believe in cultivating an environment that fosters joy, uplifts spirits, and inspires all to embrace the brighter side of life, ensuring happiness and fulfilment underpin our shared journey of growth and learning.

Alpine Children's Services adheres to Child Safe Standards and all staff are considered Mandatory Reporters of child abuse, suspected abuse or neglect as described in our Child Safe Environment Policy. Staff are responsible for reporting any suspicions about child safety to Coordinator or CEO as soon as possible.



Duties of this position include, but are not limited to:

- Lead local, national, and international talent acquisition under the guidance of the Director of People and Operations, to attract and onboard skilled incumbents, ensuring cultural competence and language proficiency.
- Develop and implement local, national, and international recruitment strategies to meet the growing demands for critical roles, including Early Childhood Teachers, Educators, and inclusion support specialists.
- Conduct comprehensive end-to-end recruitment processes, from role approvals to onboarding, ensuring a seamless candidate experience for all vacant roles. Interviewing, reference checking, checking qualifications, visa checks, assisting candidates to obtain WWCC/VIT/IELTS and other requirements
- Spearhead talent acquisition efforts locally, nationally and internationally, under the guidance of the Director, to attract and onboard skilled support workers, ensuring cultural competence and language proficiency.
- Collaborate with internal stakeholders to understand workforce requirements, align recruitment efforts with organisational goals, and ensure the highest level of service is provided, achieving customer satisfaction for all requisitions.
- Develop and implement workforce planning strategies in collaboration with internal stakeholders, ensuring proactive alignment with the company's expansion goals.
- Build and maintain relationships with educational institutions, professional associations, and industry networks to source top-tier candidates.
- Build and maintain relationships with legal advisors regarding visas and other migration requirements
- Build and maintain relationships with real estate agents and other agencies to assist in securing local housing opportunities
- Conduct comprehensive market analysis in other regions to identify trends, challenges, and recruitment opportunities.
- Utilise innovative sourcing methods, including online platforms, job fairs, and partnerships, to attract talent.
- Work with the Director to implement recruitment matrices and KPIs to measure the effectiveness of the recruitment strategy, along with monthly recruitment reports.
- Collaborate with the team to create compelling marketing materials tailored to attract local, national, and international talent.
- Support positive integration of successful candidates through tailored onboarding and close follow-up within the probation period- both from a candidate and from a leadership perspective
- Contribute to the development of a diverse and inclusive workforce, fostering an environment that values cultural differences.
- Demonstrate the ability to model integrity and confidentiality, especially when dealing with private and sensitive personnel information

Selection Criteria:

- 5+ years of experience in end-to-end recruitment, preferably with a focus on international recruitment;
- Demonstrated ability to efficiently, effectively, and autonomously work within the global scope of talent acquisition processes;

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- Strong interest in intercultural differences and demonstrated ability to navigate practical challenges linked to them
- Proven track record of adopting a customer service-oriented, solution-focused approach to all recruitment duties, tasks, and responsibilities;
- Exceptional written and verbal communication skills with the ability to communicate effectively in diverse settings;
- Experience in international early childhood recruitment would be highly regarded
- Demonstrated ability to model ACS' values:
- Employee Working with Children Check

ACCOUNTABILITIES

1.1 Provide support to ACS Management and staff

- Act with integrity and role model ACS' values
- Build a cohesive and cooperative culture and foster teamwork, trust and loyalty
- Set clear organisational expectations and provide meaningful and timely feedback
- Effectively support, challenge and motivate staff
- Display punctuality, reliability, positivity and a growth mindset
- Actively listen and communicate effectively
- Actively support all ACS services by ensuring HR operations and systems are streamlined, transparent and accountable, minimising risk to each individual service and ACS overall.

1.2 General

- Review ACS systems, processes, and workplace procedures.
- Provide timely and accurate advice and reports
- Establish effective working relationships and high standards of customer service.
- Adhere to the ACS Code of Conduct and all ACS Policies & Procedures.

1.3 Perform other duties as assigned by Director P&O and CEO

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