

Position Description

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| Position Title | Recruitment Coordinator |
| Position Number | 30101182 |
| Division | People & Culture |
| Department | Workforce Planning and Resourcing |
| Enterprise Agreement | Health And Allied Services, Managers and Administrative Workers (Victorian Pub Sector)(Single Interest)EnterpriseAgreement 2021-2025 |
| Classification Description | Grade 3 Managers and Administrators |
| Classification Code | HS3 - HS25 |
| Reports to | Director – Workforce Planning and Resourcing |
| Management Level | Non Management |
| Staff Capability Statement | Please click here for a link to staff capabilities statement |
| Mandatory Requirements | <ul style="list-style-type: none"> National Police Record Check Immunisation Requirements (2025 Flu Vaccination) |

Bendigo Health

Bendigo Health is a leading regional health service, learn more about us by visiting our website: [Bendigo Health Website - About Bendigo Health](#)

Our organisation is a child safe organisation, committed to the safety and wellbeing of all children and young people. All Aboriginal and Torres Strait Islander adults, children and families will be supported to express and be proud of their culture in an environment that is culturally safe and supported.

Our Vision

Excellent Care. Every Person. Every Time.

Our Values

CARING – We care for our community,

PASSIONATE – We are passionate about doing our best,

TRUSTWORTHY - We are open, honest and respectful

The Position

The Resourcing and Workforce Planning team works in partnership with managers to tailor effective and innovative recruitment, retention, attraction and workforce planning strategies across the organisation. The team also sources the clinical and non-clinical workforces at Bendigo Health to ensure the organisation can provide optimal patient care.

The team work with allocated departmental managers to support them in all aspects of the recruitment and selection process. This includes coordinating the processes of the online SuccessFactors recruitment system, internal and external advertising of vacancies,

updating position descriptions, running assessment centres, creation of employment contracts, on boarding new staff members and ensuring all pre-employment checks and credentialing are completed prior to commencement. The team also generate variation employment contracts for existing staff.

Responsibilities and Accountabilities

Key Responsibilities

- Partner with departmental managers to support all aspects of recruitment and selection, including bulk recruitment.
- Coordinate the processes of the SuccessFactors recruitment system and other databases as required.
- Manage internal and external job advertising across multiple platforms.
- Monitor recruitment progress and liaise regularly with managers to keep them informed.
- Assist with all recruitment stages, including reviewing PDs, pre-screening, interview coordination, and reference checks.
- Process contract variations and new hire requests through SuccessFactors efficiently.
- Ensure timely completion and follow-up of onboarding paperwork and documentation.
- Conduct pre-employment checks and ensure credentialing is finalised before commencement.
- Perform new employee data entry in the SAP Payroll System.
- Provide prompt, professional, and courteous customer service.
- Prepare reports, presentations, and recruitment data for KPI tracking and analysis.
- Deliver training to managers on recruitment processes and systems (e.g., SuccessFactors, Modern Hire).
- Represent the organisation at career expos and recruitment events.
- Oversee and allocate tasks to Recruitment Administrators, and provide backfill support as needed.
- Other duties are directed

Key Selection Criteria

Essential

1. Demonstrated experience managing end-to-end recruitment processes.
2. Knowledge of contemporary HR and recruitment best practices, with awareness of healthcare industry trends.
3. Proven ability to build and maintain effective relationships with key stakeholders.
4. Strong interpersonal and adaptable communication skills across diverse audiences.
5. Ability to support managers and operate effectively in a dynamic, changing environment.
6. Positive, respectful, and collaborative personal approach.
7. Excellent organisational skills, with the ability to multitask, meet deadlines, and maintain attention to detail.
8. Proficient in Microsoft Office Suite, including Word, Excel, and Outlook.

Desirable

1. Experience in a public health setting with knowledge of industrial legislation and enterprise agreements/awards.
2. Proficiency in systems such as SAP payroll, Kronos, HireVue, and SuccessFactors Recruitment.
3. Degree qualification in Human Resources or currently working towards completion.
4. Experience with visa nomination and sponsorship processes.

Generic Responsibilities

All Bendigo Health staff are required to:

- Adhere to the **Victorian Government's Code of Conduct**
- Uphold **Occupational Health and Safety** responsibilities, including self-care, safeguarding others, and participating in safety initiatives and reporting.
- Comply with all **Bendigo Health policies and procedures**, including those related to clinical, managerial, and standard work practices.
- Follow **Infection Control** procedures to prevent cross-contamination and ensure the health and safety of all.
- Maintain **strict confidentiality** regarding all organisational, patient, and staff information.
- Engage in **continuous quality improvement** activities aligned with the National Safety and Quality Health Service Standards (NSQHSS).
- Recognise and respect **diversity**, fostering inclusive practices in the workplace and service delivery.
- Staff must carry out all lawful and reasonable directions and comply with relevant professional standards and ethical codes.
- Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Bendigo Health.
- Maintain ability to perform the inherent requirements of this role. Inherent requirements are the essential tasks necessary to perform this role, including reasonable adjustments. Bendigo Health is committed to a safe workplace that supports all employees. The role may require specific physical and cognitive abilities, which can be discussed with the manager during recruitment or at any time. We understand that personal circumstances can change and impact your ability to meet these requirements; additional policies are available to guide you through this process. Please request the relevant procedures for more information.

All Bendigo Health sites, workplaces and vehicles are smoke free.

This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Any elements of this document may be changed at Bendigo Health's discretion and activities may be added, removed or amended at any time.