

Position Description

Position Title	Senior Recruitment Administrator
Position Number	30007387
Division	People & Culture
Department	Workforce Planning and Resourcing
Enterprise Agreement	Health And Allied Services, Managers and Administrative Workers (Victorian Pub Sector)(Single Interest)Enterprise Agreement 2025-2027
Classification Description	Administrative G2 L1 – L5
Classification Code	HS2 – HS21
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	- National Police Record Check - Immunisation Requirements

Bendigo Health

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

As an organisation we are committed to delivering safe, inclusive and high-quality care to our diverse communities across the Loddon Mallee Region. We value and respect the unique backgrounds, cultures and experiences of the people we serve and those who work with us.

We are a proud child safe organisation, dedicated to the safety, wellbeing and voice of all children and young people. We are committed to creating a culturally safe and welcoming environment where Aboriginal and Torres Strait Islander peoples—adults, children and families—are respected, supported and empowered to express and celebrate their culture.

Our Vision

To be a trusted regional healthcare service recognised for delivering exceptional care, being a great place to work, and being deeply connected to our community.

Our Values

PASSIONATE – We are passionate about doing our best – for our patients, our colleagues and our community.

ACCOUNTABLE – We take ownership of our actions and outcomes, always striving for integrity and improvement.

CARING – We care deeply for our community – and our community cares for us. Compassion is at the heart of everything we do.

TRUSTWORTHY - We are open, honest and respectful in all that we do – earning the trust placed in us every day.

The Position

The Recruitment Administrator works in partnership with the Recruitment Coordinators to ensure recruitment administration is completed in a timely manner. The role of Recruitment Administrator is a busy position that provides employment contract and on boarding recruitment administration and clerical support. The position requires a pro-active and responsible person with attention to detail and the ability to manage competing priorities. Excellent computer skills are needed for word processing, database and spreadsheet responsibilities.

Responsibilities and Accountabilities

Key Responsibilities

This position is required to;

- Provide a professional reception service for the Workforce Planning and Resourcing Team
- Ensure all telephone, email, face to face, mail communication and recruitment queries are handled promptly and efficiently.
- Complete data entry onto the online recruitment system, Success Factors.
- Management and distribution of DocuSign on-boarding packs to new employees.
- Ensure all on boarding paperwork is completed in a timely manner for new staff member to commence including following up the return of any outstanding on boarding documents.
- Ensure all relevant compliance checks are completed prior to commencement for new employees, and management of renewals for existing employees. This is inclusive of Police Checks, Working With Children's Checks, NDIS Clearance's, AHPRA registration, etc.
- Monitoring and management of visa compliance for all Bendigo Health staff.
- Providing 1:1 support for international employees upon their arrival to Australia
- Enter new employees onto the payroll system (SAP) in time for their commencement date.
- Provide support to Recruitment Coordinators as required.
- Other duties as directed.

Key Selection Criteria

Essential

1. Demonstrated ability to perform multiple administrative and recruitment tasks
2. Excellent organisational skills with a proven ability to manage multiple tasks and work to set timeframes/deadlines
3. Demonstrated ability to prioritise and problem solve whilst working within a fast paced environment
4. High level information technology skills including in the use of Microsoft Office in particular outlook, word and excel
5. Demonstrated customer service skills, including having a friendly and courteous manner

Desirable

6. Previous office administration experience within a team environment advantageous
7. Demonstrated experience with SuccessFactors and SAP

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.
- Support research activities in alignment with the National Clinical Trials Governance Framework to ensure high-quality, safe, and ethical clinical trials and research practices across Bendigo Health
- 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.