



Position Title: Recruitment Officer
Classification: Non Award
Reports To: Recruitment Manager

About CPL

The Cerebral Palsy League (CPL) is a non-profit organisation that provides vital support and services to more than 8,000 children and adults with disabilities in Queensland and Northern NSW.

We give our clients the freedom of **choice**, the opportunity to chase their **passion** and the support to live the **life** they choose. CPL provides services every day, at every stage of life and have been doing so for over 65 years in thousands of homes, schools, communities and workplaces.

Our Vision

An inclusive society for all people.

Our Purpose

To provide services for people with physical disability so they can lead the life they choose.

Our Difference

We have been working in your community for over 65 years. We have the expertise to deliver services to people of all ages with all levels of physical disability. We will work with you and your loved ones to maximise your independence so you can live the life you choose in your community.

The CPL Way

We are a business with a heart. Our values of client focus, respect, inclusion, integrity, excellence and courage drive us to:

- Understand the person
- Give great service
- Work together
- Find better ways

We embody The CPL Way in our daily work life by:

- Demonstrating **understand the person** by asking open questions, knowing other’s strengths and how to use them, appreciating other’s deliverables and stressors, reserving judgement and focusing on understanding.
- Demonstrating **give great service** by asking questions to clarify outcomes to be achieved and by providing options to achieve those outcomes. Identifying expected impacts of any change on internal and external clients and by focusing on how we make this happen safely and effectively.
- Demonstrating **work together** by actively seeking out information, respecting the stage of the process, looking for ways to help and enhance outcomes and understanding what others are trying to achieve.





- Demonstrating **find better ways** by talking through issues respectfully, involving clients in identifying issues and designing solutions, looking beyond the sector and Australia for solutions, challenging the status quo and making it easier for clients and staff.

Position Purpose

Provide support to the Recruitment team through the end-to-end recruitment process with a focus on creating an engaging employee onboarding experience.

To support continuous improvement in the business performance of People, Learning and Culture and effectively contribute towards achievement of the organisation's vision and purpose.

Key Responsibilities

- Provide support to the Recruitment team through the end-to-end recruitment process, including talent attraction, selection and employee onboarding.
 - Plan and execute advertising and recruitment campaigns via various mediums.
 - Assist with the planning and coordination of events such as careers expos, group assessment centres, interviews and employee onboarding.
 - Conduct telephone interviews/screens, reference checks and other candidate screening and selection methods as required.
 - Work closely with other members of the People, Learning and Culture team, such as Payroll, Learning and Development and Safety and Wellbeing, with a focus on fostering an engaging employee onboarding experience.
- Position yourself a brand ambassador for CPL, promoting The CPL Way and our Employee Value Proposition (EVP) to competitively differentiate CPL in the employment market (Careers Expos, etc.).
- Create and maintain talent pipelines through proactive sourcing and managing candidate databases.
- Maintain professional levels of confidentiality of information for candidates, employees, managers and other stakeholders.
- Build strong relationships with internal stakeholders with a focus on understanding the person, understanding the business and giving great service.
- Participate in projects and process reviews with a focus on continuous improvement.
- Undertakes other responsibilities as required and directed by the Recruitment Manager.

Supplementary Responsibilities

- Embodies The CPL Way in daily work life (see first page).
- Proactively contributes to identifying personal training and development needs and the means to address those needs, to maintain up to date knowledge, skills and abilities which ensure ongoing competence to achieve the required outcomes of the position as it develops.
- Contributes effectively to the promotion of equal opportunity and non-discrimination in the workplace.
- Contributes effectively to the identification, removal and reduction of workplace hazards and risks to ensure a safe and healthy work environment.
- Contributes effectively to the achievement of continuous improvement through adherence to the Quality Management System in all areas within the influence of the position.

Organisational Relationships

- Reports into the Recruitment Manager.





- Works directly with the Recruitment Team.
- Works closely with all members of the People, Learning and Culture team.
- Develops effective working relationships with all managers and employees within CPL.

Selection Criteria

Applicants must address the following criteria in writing to be considered for this position:

- Proven ability to provide high quality customer service.
- High level written and verbal communication skills.
- Intermediate skills in Microsoft Office.
- The ability to learn new systems and processes.

Additional Requirements

These do not need to be addressed in selection criteria but must be included in application:

- Qualifications in Business, Human Resources or another related area are desirable
- Eligibility to meet the requirements of a Department of Communities and Commission for Children and Young People and Child Guardian criminal history screening.

