

# Employment Information Package

## Recruitment and Selection Officer

**Position number: POS1808**

**Enquiries:**

**Name:** Sarah Foley

**Position:** Team Leader Human Resources

**Phone:** 03 6323 3160

**Email:** Sarah.Foley@launceston.tas.gov.au

**Application closing date: 3:00PM, THURSDAY, 31 JULY 2025**

📍 Town Hall  
18–28 St John Street  
Launceston TAS 7250

✉ PO Box 396  
Launceston  
TAS 7250

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 **City of  
LAUNCESTON**



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**Address applications to:**

Senior Leader People and Culture  
City of Launceston  
PO Box 396  
LAUNCESTON TAS 7250

**Email address:** [contactus@launceston.tas.gov.au](mailto:contactus@launceston.tas.gov.au)

When emailing your application, attachments should be sent in either Word (.doc/.docx), PDF (.pdf), TIFF (.tiff), JPEG (.jpg) or Excel (.xls/xlsx) formats.



# About the City of Launceston

Launceston is the regional hub of Northern Tasmania and enjoys a rich natural and social history. Located at the head of the picturesque Tamar Valley, the Launceston region is renowned for its award-winning wines, gourmet dining experiences, magnificent natural features and friendly residents.

**Our city is human scale. A series of green and wild spaces linked by heritage streetscapes and thoughtful adaptations. A real blend of old-world and new, tradition and innovation.**

The City of Launceston municipal area covers an area of 1,405 square kilometres with a population of around 71,000 residents.

The City of Launceston is Tasmania's largest municipal council in terms of population and revenue. Launceston boasts all the major facilities of a much larger city, many of which are owned and operated by the City of Launceston.

The City of Launceston is served by 12 Councillors, including the Mayor and Deputy Mayor.

Click [here](#) to view City of Launceston's strategic and annual reporting.

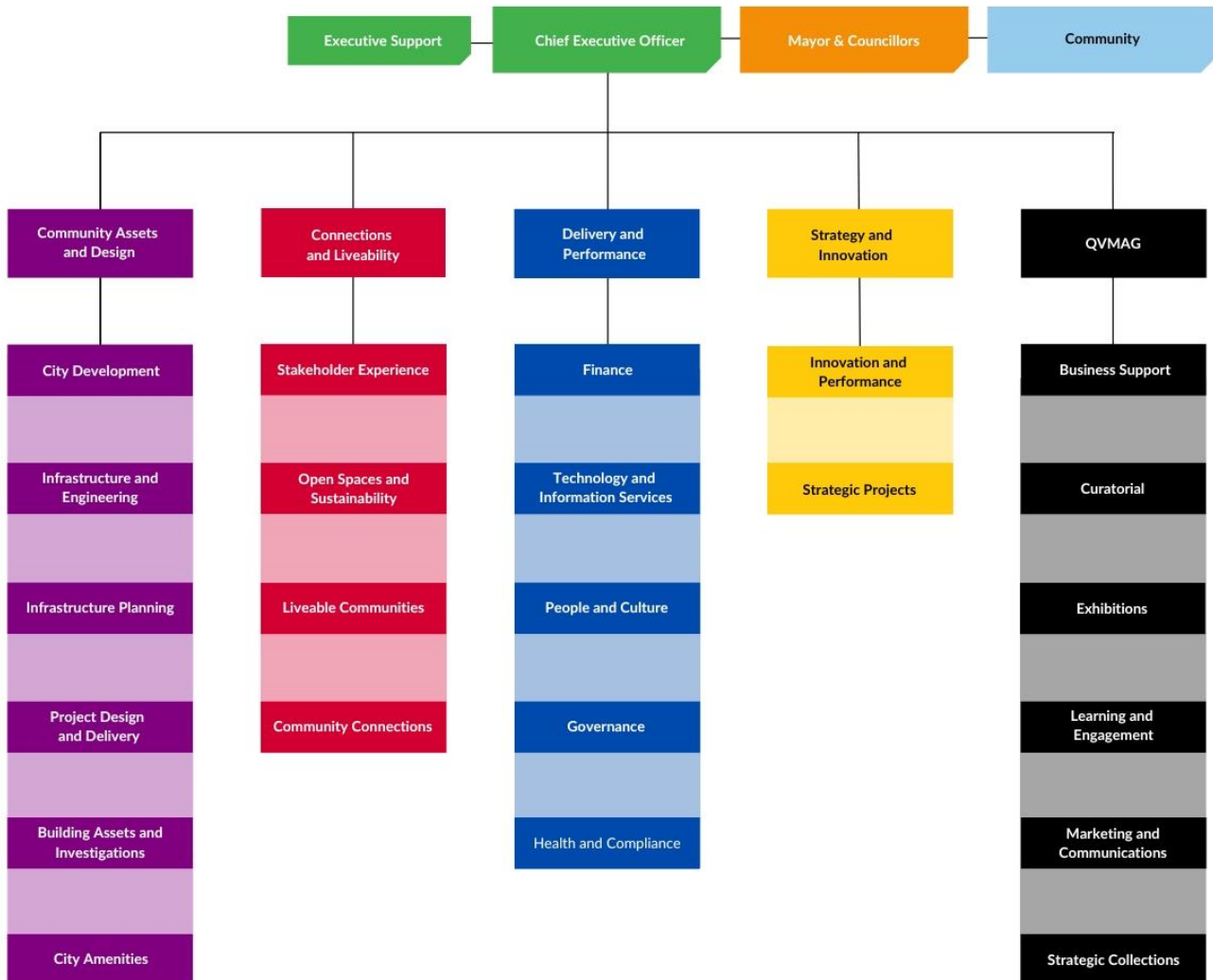
**The City of Launceston is recognised as an Employer of Choice by the Tasmanian Government.**

**An Employer of Choice is a workplace that demonstrates contemporary workplace practices and provides outstanding support for its staff.**

**Employee benefits offered by the City of Launceston include:**

- Our employees have access to discounted health insurance options through St Luke's Health and BUPA.
- Employees have access to a free EAP service, which provides support and counselling for personal and work related issues, coaching and advice for leaders and counselling assistance for immediate family members.
- We are committed to providing a working environment that is sufficiently flexible to meet the operational requirement and workload demands of the City of Launceston while accommodating, where possible, the needs of our employees.
- Discounted membership at Launceston Leisure & Aquatic Centre.
- Discounts at the QVMAG Gift Shop.
- Additional leave: employees may request to purchase an additional two or four week's additional leave per year to help manage family/carer responsibilities or other special circumstances.





# Organisational values

At the heart of our organisation are our four organisational values. Our employees are expected to adhere to, support and promote our values at all times.

Our aim is to attract and retain people who share our values and want be a part of our positive workplace culture. Before submitting your application please review our values and decide if they are a good fit for you.



## OUR PEOPLE MATTER

- We value clear and open communication
- We support and encourage each other
- We respect diversity
- We recognise individual needs, experience and strengths



## WE CARE ABOUT OUR COMMUNITY

- We take pride in our work and pursue a standard of excellence
- We genuinely listen, and value collaborative relationships
- We strive towards the best outcome for our community
- We make responsible and sustainable decisions



## WE BRING AN OPEN MIND

- We actively seek opportunities to continuously improve
- We respect and explore different ideas and perspectives
- We embrace change that leads to positive outcomes
- We value innovation and creativity



## WE GO HOME SAFE AND WELL

- We show care for people and look out for one another
- We speak up and support others to be healthy and safe
- We take personal responsibility for our own health and wellbeing
- We value work-life fit

# Information for applicants

Please read this information carefully, as it will help you with the preparation of your employment application.

## **When applying for this position, you must provide the following documentation:**

1. Covering letter
2. Statement addressing the selection criteria (**highlighted criteria only**)
3. Resume

**The online Application for Employment can be [accessed here](#)** (you will be asked to attach your supporting documentation)

1. Your covering letter should introduce you and explain why you are applying for the role.
2. All recruitment and selection decisions are based on merit. The most suitable person in terms of skills, knowledge, qualifications, relevant experience, alignment with organisational values and work attitudes is selected for the position. Selection is based on the assessment of each application in relation to the selection criteria identified in the position description. The position description is included later in this information kit.

The selection criteria consists of the qualifications, knowledge, skills, attitudes and abilities required to successfully perform the role. You must provide a statement that addresses each highlighted selection criterion for the role. Your statement should include examples that demonstrate how you meet each criterion.

Please see information here on how to address the [Selection Criteria](#).

3. Your resume should provide details of your qualifications, work history, special skills, training and competency details and referees, plus any other information that may support your application. Be clear and informative. Include the names, position titles, addresses and telephone numbers of at least two work referees.

**If we can assist you with any reasonable adjustments in order to submit your application for this role, please contact the People and Culture Team via email at [contactus@launceston.tas.gov.au](mailto:contactus@launceston.tas.gov.au), noting your preferred method of communication and contact details and a member of the team will be in touch.**

**City of Launceston is an equal opportunity employer. Our workforce is diverse, inclusive, flexible and family-friendly.**

We value the different backgrounds, skills and contributions of all employees and treat each other and our community with respect.

We want opportunities at City of Launceston to be accessible and attainable to all candidates. If you are interested in this role but have concerns about your suitability, please talk to us before submitting your application.

# Recruitment steps

## 1. Application received

## 2. Shortlisting

- Shortlisted applicants will be contacted by telephone or email to arrange an interview.
- Unsuccessful candidates will be advised by email.

## 3. Interview

## 4. Pre-Employment Checks:

- Reference Check
- Police Check
- Medical Assessment
- Drug and Alcohol screening

*All costs covered by City of Launceston*

## 5. Suitability determination and preferred candidate identified

## 6. Letter of Offer



# General conditions of employment

Position title	Recruitment and Selection Officer
Employment terms	Permanent, Full-Time
Working pattern	19-Day month
Total remuneration	<p>\$87,671 - \$96,607 per annum*</p> <p><i>*Total remuneration includes superannuation, as detailed below</i></p> <p><b>Base salary</b> \$76,071 - \$83,824 per annum</p>
Superannuation	Employer contribution of 15.25%

- **Annual leave:** employees are entitled to 4 weeks (pro-rata for part-time employees) annual leave per year, plus leave loading.
- **Personal leave (for sick and carer's leave):** employees are entitled to two weeks (pro-rata for part-time employees) personal leave per year, if they are unable to attend work due to personal illness/injury or to provide care for a spouse/partner or immediate family member.
- **Paid parental leave:** employees are entitled to fourteen weeks paid (or twenty eight weeks at half-pay) parental/adoption leave for the primary carer; two weeks paid leave for the secondary carer.
- **Long Service Leave:** Long service leave applies after 7 years continuous service.

The City of Launceston Enterprise Agreement 2021 is available [here](#)

The City of Launceston Leisure and Aquatic Centre Enterprise Agreement 2022 is available [here](#)



# Position Description

## Position Description Form - Officer

PF NUMBER:		POS NUMBER:	POS1808
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POSITION TITLE:	Recruitment and Selection Officer
AWARD CLASSIFICATION:	Grade 4
EMPLOYEE:	Vacant
TEAM:	DPT People and Culture
REPORTS TO:	Team Leader Human Resources
PREPARED BY:	Sarah Foley
DATE:	July 2025

APPROVED BY:	
NAME:	Roxanne Chugg
POSITION:	Senior Leader People and Culture
SIGNATURE:	

POSITION PURPOSE (Why does this position exist)
<p>As a key member of the HR Team within People and Culture, the Recruitment and Selection Officer will role model a values-driven, people-focused approach to attract and retain top talent to the City of Launceston.</p> <p>This role supports the full end-to-end recruitment and selection process, ensuring a seamless and positive experience for both current and prospective employees.</p> <p>In close collaboration with the HR Team and our leaders, the Recruitment and Selection Officer will:</p> <ul style="list-style-type: none"><li>• Coordinate our employee benefits program</li><li>• Work with the HR Team to proactively understand recruitment needs</li><li>• Draft and publish modern and contemporary job advertisements</li><li>• Provide support in developing interview questions via our interview guides</li><li>• Provide support in developing interview packs</li><li>• Coordinate interview scheduling and participate on panels</li><li>• Manage pre-employment requirements and on-boarding documentation</li><li>• Prepare employee offers and maintain accurate records in our corporate system</li></ul> <p>This role contributes to a collaborative, team-based approach that supports strong leadership and the successful delivery of strategic goals and team priorities outlined in the People and Culture and HR Team Plans.</p>

City of Launceston is a values-based organisation, which means that we employ people who share and display Our Values

# OUR VALUES



**Our people matter**

- we value clear and open communication
- we support and encourage each other
- we respect diversity
- we recognise individual needs, experience and strengths



**We care about our community**

- we take pride in our work and pursue a standard of excellence
- we genuinely listen, and value collaborative relationships
- we strive towards the best outcome for our community
- we make responsible and sustainable decisions



**We bring an open mind**

- we actively seek opportunities to continuously improve
- we respect and explore different ideas and perspectives
- we embrace change that leads to positive outcomes
- we value innovation and creativity



**We go home safe and well**

- we show care for people and look out for one another
- we speak up and support others to be healthy and safe
- we take personal responsibility for our own health and wellbeing
- we value work-life fit



Accountabilities	Activities/Tasks include:	Success looks like ...
<b>General</b>		
City of Launceston's Values	Behave in a way that supports the City of Launceston's values. <ul style="list-style-type: none"> <li>• Our people matter</li> <li>• We care about our community</li> <li>• We bring an open mind</li> <li>• We go home safe and well</li> </ul>	Demonstrates, through behaviour, an alignment to and an understanding of Our Values.
Technology	Use technology and information to maximise efficiency and effectiveness.	New and existing technologies are utilised effectively.
Collaborate	Work collaboratively within your team and across other teams.  Support delivery of the Team's strategic and annual plan actions.  Work with other teams as relevant to technical role accountabilities.	Actively participating in team meetings/tool box meetings, by offering ideas and suggestions and providing feedback  Collaborative opportunities are sought across teams
Innovation	Encourage and be proactive in developing a culture of introducing new and improved work practices and projects within your team and other teams.	Improved work practices and projects.
<b>Technical</b>		
Employee Benefits Program	<ul style="list-style-type: none"> <li>• Coordinate the employee benefits program</li> <li>• Research and benchmark employee benefits</li> <li>• Review and improve employee benefits and make improvement recommendations to the Team Leader HR and Senior Leader People and Culture</li> </ul>	Employee benefits that support attraction and retention
Recruitment Requests	<ul style="list-style-type: none"> <li>• Collaborate with HRO's and leaders to proactively understand and respond to recruitment needs in line with our recruitment and selection process</li> <li>• Action and file documentation</li> <li>• Update Recruitment Register to monitor and track progress</li> </ul>	Recruitment requests are processed promptly in line with our agreed procedure
Process Continuous improvement	<ul style="list-style-type: none"> <li>• Analyse HR KPI's and reporting to identify opportunities to improve the recruitment and selection process</li> <li>• Lead continuous improvement initiatives to improve the recruitment and selection process</li> </ul>	Up to date data and information sources to inform People and Culture Reporting  Documented process and SOP's are in place and up to date  Process improvements to achieve effectiveness and efficiency benefits e.g. use of AI for shortlisting

Accountabilities	Activities/Tasks include:	Success looks like ...
		An attractive employee value proposition
Position Descriptions	<ul style="list-style-type: none"> <li>Support leaders to ensure Position Descriptions are up to date prior to advertising</li> <li>Participate in Position Evaluations with the HR Team</li> </ul>	Up to date PD's are used
Prepare advertisements	<ul style="list-style-type: none"> <li>Work with recruiting leaders to prepare ads for use on a range of platforms</li> <li>Understand target markets and adjust recruitment approaches accordingly to attract talent</li> </ul>	<p>Advertisements are compelling and reach appropriate audiences</p> <p>Alignment with our Recruitment Marketing Plan</p>
Shortlisting	<ul style="list-style-type: none"> <li>Coordinate shortlisting</li> </ul>	Shortlisting conducted by leaders promptly
Interview Preparation	<ul style="list-style-type: none"> <li>Guide hiring leaders on interview question preparation using approved Interview Guide</li> <li>Review and finalise interview packs</li> </ul>	Interview material are comprehensive and timely
Interview Scheduling	<ul style="list-style-type: none"> <li>Engage with recruiting leaders to coordinate interview dates, times and panel members</li> <li>Schedule interviews with candidates and panel members</li> </ul>	Interviews scheduled efficiently, ensuring a positive candidate experience
Interview Panel Participation	<ul style="list-style-type: none"> <li>Represent the HR Team as an interview panel member, adhering to policies and procedures</li> </ul>	Interviews conducted professionally and fairly, in line with policies, processes and our Enterprise Agreement
Candidate Feedback Support	<ul style="list-style-type: none"> <li>Assist leaders in delivering timely, constructive feedback to candidates post-interview</li> </ul>	Candidates receive meaningful feedback promptly
Pre-employment Checks	<ul style="list-style-type: none"> <li>Complete all necessary pre-employment screening tasks efficiently</li> </ul>	<p>All checks completed prior to employee commencement</p> <p>Registers are maintained and monitored</p>
Employment Offers	<ul style="list-style-type: none"> <li>Prepare and finalise Contracts of Employment promptly and accurately</li> </ul>	<p>Contracts of Employment are prepared and finalised in a timely manner</p> <p>Our commitment to flexibility is clear</p>
Employee On-boarding and Off-boarding	<ul style="list-style-type: none"> <li>New employees are on-boarded</li> <li>Ensure an induction checklist is completed for each new employee, follow up with leaders accordingly, and gather employee feedback on their onboarding experience via a survey.</li> <li>Support leaders to ensure that check ins with employees are held prior to contract expiry</li> </ul>	<p>A positive on-boarding experience for new employees</p> <p>Exiting employees are off boarded efficiently and effectively</p>



Accountabilities	Activities/Tasks include:	Success looks like ...
	<ul style="list-style-type: none"> <li>Employee off-boarding (separation) is conducted efficiently and effectively</li> </ul>	
Records Management	<ul style="list-style-type: none"> <li>Ensure recruitment documentation is accurately completed and securely filed in corporate systems</li> </ul>	Recruitment records are thorough and up to date
Vacancy Reporting	<ul style="list-style-type: none"> <li>Ensure monthly vacancy reporting is provided to ELT, SLT and the JCC</li> </ul>	Timely and accurate reporting
Work Safely with a Duty of Care for fellow employees and ensure procedural compliance	<p>Perform all work in a safe manner in accordance with the City of Launceston's WHS Policy and Procedures</p> <p>While at work, a worker must –</p> <p>(a) take reasonable care for his or her own health and safety; and</p> <p>(b) take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and</p> <p>(c) comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with this Act; and</p> <p>(d) cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.</p> <p>(Section 28 Work Health &amp; Safety Act 2012)</p>	
<b>Note:</b> Whilst the key functions and responsibilities for the role are set out above, the Council may direct an employee to carry out such duties or tasks that are within the limits of the employee's skill, competence and training.		

#### WORKING WITH VULNERABLE PEOPLE CHECK

	Yes/No
Working with Vulnerable People Check required?	No
If yes, include in Selection Criteria table below	

#### SELECTION CRITERIA

##### POSITION REQUIREMENTS/COMPETENCIES

##### Organisational

- Community Focussed: considers community/customers in decision making
- Communicate and Engage: demonstrates self-awareness & encourages open discussions & contributions from others
- Create and Innovate: displays initiative & considers different ideas and perspectives
- Safety Focussed: takes responsibility for own and team's health, well-being and self-care

Position Specific	
<ul style="list-style-type: none"> <li>Significant experience in end-to-end recruitment and selection processes</li> </ul>	
<ul style="list-style-type: none"> <li>Strong administrative skills with exceptional attention to detail and organisation</li> </ul>	
<ul style="list-style-type: none"> <li>Effective prioritisation and time management with a solution-oriented approach</li> </ul>	
<ul style="list-style-type: none"> <li>Excellent written, verbal and interpersonal communication skills</li> </ul>	
<ul style="list-style-type: none"> <li>Consistent follow up to ensure efficient completion of recruitment activities</li> </ul>	
QUALIFICATIONS AND EXPERIENCE	
<ul style="list-style-type: none"> <li>Demonstrated experience in recruitment and selection.</li> <li>Minimum education: Year 10 plus vocational training in commercial, technical, trades or secretarial fields</li> <li>Several years' relevant work experience</li> </ul>	

REPORTING STRUCTURE	
Leader	Team Leader Human Resources
Direct Reports	Nil

KEY RELATIONSHIPS (External and Internal Customers, Supplier, Colleagues, etc)	
Internal	Nature of Relationships
People and Culture (HR team)	Provide and receive advice, recommendations and guidance.
Leaders across the Organisation	Provide support with end-to-end recruitment processes
External	Nature of Relationships
Other councils and organisations	Liaise for benchmarking and best practice sharing
Recruitment agencies	Manage outsourced recruitment processes
Third party providers	Engage with external organisations to deliver employee benefits programs

DELEGATIONS & AUTHORISATIONS (Local Government Act, By-Laws etc)	
Purchasing Approvals	Limit \$2,000



## Confidentiality

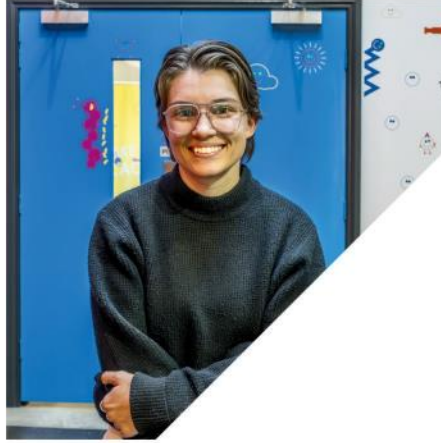
Employees are

- a) Able to access; or
- b) May be exposed in the course of performing their duties to information that may be related to individuals, organisations or the general dealings of the City of Launceston. Some of this information will be of a sensitive nature – either within or external to the organisation.

By accepting this position the employee undertakes:

- a) To keep all information that they are exposed to confidential during and after their period of employment with City of Launceston. Information should never be disclosed outside of the organisation and only be disclosed to other employees if there is a need within the context of the task being performed.
- b) To not access any information within the organisation's systems that is not directly relevant to their work.
- c) To abide by the requirements of the Confidentiality and Privacy clause of the relevant Enterprise Agreement.

OTHER RELEVANT INFORMATION
<p>Expectations of a City of Launceston employee:</p> <ul style="list-style-type: none"><li>• Have strategies in place to enhance their own health and well-being, manage stress and maintain professionalism;</li><li>• Seeks feedback broadly and asks others for help with own development areas; and</li><li>• Translates feedback into an opportunity to develop.</li></ul>



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