



# Recruitment and Careers Advisor

- Make social impact by making apprenticeship placements
- Options to work flexibly within a great team environment
- Enjoy the awesome salary package benefit, where you pay less tax!

## Who We Are

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The Apprenticeship Community is a collaboration of two leading not for profit organisations, BUSY At Work and CoAct, that's designed specifically for Western Australian employers and apprentices.

Learn more about our important work at [www.apprenticeshipcommunity.com.au](http://www.apprenticeshipcommunity.com.au)

## The Opportunity

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### What we are looking to achieve?

We know that the apprenticeship and traineeship value proposition in the workplace is a good one. It's great for employers needing skilled and committed people in their workplace and life changing for apprentices and trainees by gaining a recognised qualification and real time experience as they build their career. We are excited to be delivering the Federal Government's Australian Apprentice Support Network (AASN) program in WA where we connect companies and participants resulting in quality apprenticeship and traineeship workplace solutions.

### And that's where you come in...

You're already a star recruiter but interested in a change. As Recruitment and Careers Advisor, your success in the role is still realising successful placements but at the same time you are helping shape careers and sustainable employment pathways for young people. Already in place will be your apprentice and trainee candidate pipeline and your focus will be to consult with employers on hiring needs, qualify and coach the candidates for role compatibility through to achieving placements.

Collaboration is second nature to you and pivotal to your success will be developing effective stakeholder relationships with all. You bring a knowledge of the local job market and adept at seeking out opportunities through your employer relationships to further embed the program into their practices.



### **It's important for your success that you bring**

- Proven end to end recruitment experience
- Able to build trust and influence to deliver results
- Proven ability to work to and exceed targets in a dynamic, ever changing environment
- Strong knowledge and application of candidate selection methods, ideally with a familiarity of candidates assessments
- A passion to making a difference to peoples' lives through coaching and motivating them to sustainable employment outcomes
- Able to work autonomously, with the ability to effectively plan and prioritise upon work demands
- A high level understanding of the local employment market

### **We will provide you**

- The opportunity to make a tangible impact with clear and achievable targets
- Your own development plan and a dedication to your career advancement
- Flexible work options and great employee initiatives
- A competitive remuneration including the awesome salary packaging benefit, where you pay less tax and therefore have more take home pay
- A company vehicle to support the regular travel required for the role

### **Our culture**

- We are purpose driven but know how to have fun along the way
- We have high employee engagement within a high performance environment
- We celebrate achievement and support each other to reach our objectives
- We get involved and think innovatively, strengthening our expertise leading to career growth

### **Next Steps**

Please refer to our website [www.coact.org.au](http://www.coact.org.au) for a detailed position description. To apply, please provide your resume and covering letter, outlining your fit for this opportunity, to [recruitment@coact.org.au](mailto:recruitment@coact.org.au). For a confidential chat on the role, please call Janine Beck, HR Consultant, on Ph. 02 8281 2426.

CoAct is committed to workplace diversity and equality. We strongly encourage applications from Aboriginal and Torres Strait Islander people.