



Position Title	Recruitment and Careers Advisor Apprenticeships	Date Approved	November 2017
Reports To	Team Leader Apprenticeship Support Services – CAPA's – Busy at Work	Location	Perth, Rivervale

Position Purpose	Working with employers to recruit and place Australian Apprentices and Trainees. In addition, to provide career advice and guidance to interested parties on apprenticeship and traineeships.
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Key Accountability Areas		Key Responsibilities	Success Criteria
1	Recruitment and Placements	<ul style="list-style-type: none"> • Advertise vacancies by drafting and placing adverts in a range of media, for example apprenticeshipcentral.com.au, indeed.com.au • Receive and review applications, manage phone interviews, screen candidates and create a shortlist of suitable candidates for the client. • Work with apprenticeship field staff to support stakeholders to place job vacancies on apprenticeshipcentral.com.au and provide feedback on progress and applications. • Liaise with colleagues and employers to develop selection criteria for job vacancies, dependent on each employer's requirements • Forward successful applicants to each employer and follow up with employer via phone/email • Attracts applicants by placing job advertisements; using newsgroups, job sites and social media • When required, administer the Harrison career assessment on behalf of employers seeking to use this as part of the recruitment process and forwarding results onto employers with applicants information. 	<ul style="list-style-type: none"> • Suitable Candidate are identified to fill employers' vacancies in a timely manner • The Apprenticeship Community and Apprenticeship Central is well known amongst local groups and agencies • Industry groups receive relevant information on our recruitment services • Vacancies are placed on apprenticeshipcentral.com.au and good response is generated • Apprenices and Trainees are shortlisted and given the best opportunity for selection

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2	Career Assessments and planning	<ul style="list-style-type: none"> Provide advice and support to potential apprentices and trainees to assist them to recognise their best opportunity in the local labour market. Provide a range of assessments including qualification and Harrison Assessments to job seekers to assist them to identify suitable career paths and job opportunities. 	<ul style="list-style-type: none"> Relevant assessments are conducted that provide useful insight to job seekers and assist in their career placement Candidates choose appropriate vocations in their local market and provide positive feedback in relation to their career support Action plans are implemented that result in job placement 	
3	Business Development	<ul style="list-style-type: none"> Approach employers interested in recruiting an apprentice or trainee and gain their business by advertising the vacancy. This may include, cold and warm calling. Attend expo's, presentations with relevant stakeholders to source job vacancies and the right candidates. Liaise with a range of groups and agencies such as TAFE's, RTO's, and Employers to promote the use of The Apprenticeship Community's recruitment services. 	<ul style="list-style-type: none"> New business opportunities are identified Job vacancies increase on apprenticeshipcentral.com.au More exposure of our recruitment service 	
4	Relationship Management	<ul style="list-style-type: none"> In all interactions with stakeholders promote the benefits of employing Australian Apprentices and our services to develop new business opportunities. Provide ongoing support and advice to employers and apprentices where necessary Develop and maintain strong relationships with stakeholders 	<ul style="list-style-type: none"> Support is provided to employers and apprentices/trainees when required with positive feedback received Positive feedback is provided from all stakeholders 	
5	Administration	<ul style="list-style-type: none"> Undertake a range of admin duties associated with the position including reports, career plan development, record keeping etc. Developing job advertisements for employer's vacancies and uploading this information to the Recruitment Portal for the Apprenticeship Central website as well as entering data into the government database and maintain these records for both clients and employers. Maintain a database of employers seeking an apprentice or trainee as well as individuals who are either seeking potential apprenticeships/traineeships, or individuals who have applied for advertised positions. 	<ul style="list-style-type: none"> Administration is kept up to date and is of high quality 	

SELECTION CRITERIA	
Values	<ul style="list-style-type: none"> • Understanding of and commitment to living the Values of CoAct. You will share our vision and values, including a commitment to achieving quality employment outcome for the most disadvantaged job seekers.
Competencies	<ul style="list-style-type: none"> • Influence - 2 • Communication - 1 • Collaboration and Partnership - 1 • Relationship development - 1 • Coaching and Mentoring - 2
Personal Attributes	<ul style="list-style-type: none"> • Strong interpersonal skills • Strong written and verbal communication skill especially with those from diverse backgrounds • Commitment to community development and the securing of employment outcomes • Excellent time management skills and self-management • Strong client focus
Required Experience	<ul style="list-style-type: none"> • Experience in social services or training environment • Experience in leading, motivating and communicating with a broad range of people including youth • Strong computer skills in Microsoft suite of programs
Desirable Experience	<ul style="list-style-type: none"> • Experience within jobactive, VET, GTO, or career services • Experience in following compliance requirements of a government contract • Ability to understand and interpret complex guidelines and administration processes
Desirable Qualifications	<ul style="list-style-type: none"> • Cert IV in Career Development • Cert IV in Employment Services

CoAct Values
<p>At CoAct we:</p> <ul style="list-style-type: none"> • Leadership: The courage to shape a better future • Collaboration: We believe in the power of many • Creativity: We challenge ourselves to innovate by always thinking differently • Respect: We value all those we work with and the contribution that they make <p>Integrity: The confidence to act fairly, ethically and openly in all the we do</p>