
MEGT RECRUITMENT AND MANAGEMENT SERVICES

Contract Manager



Objectives of the Division:

The Recruitment and Management Services Division:

- assists in the development of a highly skilled nation by providing education and training to Australian Apprentices
- sources employment opportunities for the benefit of the community and individuals, including disadvantaged groups
- assists governments in the implementation of programs developed and funded by them
- provides host employers with quality Australian Apprentices (inclusive of apprentices and trainees) to support their business
- provides a place of employment that is positive, rewarding, goal oriented and that recognises the achievements of both the individual and of the team.

Objectives of the Position:

Responsible for the overall management of the MEGT service contract for the site as per the contract terms and to manage the relationship with the client. The role has a strong focus on meeting the contract KPIs around the training and development of apprentices with a particular focus on safety. The Contract Manager is responsible for managing the risk management process and implementation of control measures with a focus on zero harm.

Relationships:

- reporting to the RMS Manager SA
- relationship with the National Health, Safety and Environment Manager
- relationships with all relevant internal and external managers and stakeholders

Dimension:

Division: RMS

Employees directly supervised:

Agreed outcomes: as per Key Performance Indicators

Selection Criteria:

- extensive management experience in labour services/Group Training
- demonstrated experience in managing contract KPIs
- comprehensive understanding of WHS and risk management
- ability to identify efficiencies and implement process improvements
- exceptional account management skills
- demonstrated ability to communicate with all stakeholders
- background in coaching and mentoring of apprentices

Qualifications, Skills and Attributes:

- excellent interpersonal and communication skills with the ability to communicate effectively at all levels
- capacity to work autonomously on specific task
- ability to build strong relationships and seek and develop new business opportunities
- efficient, highly organized and a keen eye for detail
- ability to meet to deadlines
- ability to prioritize with excellent time management skills
- problem solving with a focus on good outcomes
- friendly and flexible team player.

Duties and Responsibilities:

In the role, you will be required to:

1. Manage all elements of the Contract including adherence to contract KPI's and ensure MEGT provide a high-quality service.
2. Address workplace health and safety needs with a focus on ZERO harm.
3. Maintaining company policies and procedures.
4. Ensure that MEGT meets all the performance indicators, standards and contractual requirements it is responsible to meet, and fully complies with all legislative and regulatory requirements in relation to the operation of the GTO.
5. Work cooperatively and strategically across the MEGT Divisions to raise the profile of MEGT Recruitment & Management Services and implement successful and beneficial linkages within the region to provide MEGT clients with a 'one-stop-shop' service wherever possible.
6. Continually develop relationships in the region in order to best place MEGT Recruitment & Management Services to capitalise on any opportunity in the region.

(Note: The incumbent can expect to be allocated duties not specifically mentioned in this document, but within the capacity, qualifications and experience normally expected from persons occupying positions at this level.)

Key Performance Indicators:

1. Meet or exceed financial and non-financial targets.
2. Achieve performance indicators.
3. Compliance with Recruitment & Management Services National Standards & contractual obligations.

Health, Safety and Environment (HSE) Responsibilities:

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

Diversity:

MEGT is committed to welcoming and maintaining a diverse workforce, which will help us attract and retain a team of talented people to better serve our clients and improve business results.