
MEGT RECRUITMENT & MANAGEMENT SERVICES



Field Officer

Objectives of the Division:

The Recruitment & 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 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:

The field officer will have the responsibility for marketing and promoting MEGT Recruitment and Management Services (RMS) through the activity of new and existing visits and recruitment functions. This role focuses on developing relationships with host employers and candidates while creating additional placement through effective host employer targeting and account management. A proven demonstrated understanding of recruitment, relationship management and mentoring will be critical to the success of the position. Travel within the defined geographical area and back to the state's head office will be necessary in this role.

The field officer manages the entire end to end Group Training service model with all aspects of sales, candidate and host management. The main functions of a field officer are sales, attraction, candidate placements, host relationship management, mentoring & site visits and all associated administrative tasks. This is a core functioning role of the Group Training process and is designed to operate within smaller regions of the division.

Relationships:

- reporting to the National Field Operations Manager
- relationships with National Operations Manager & General Manager, all other Managers in MEGT Business
- external stakeholders.

Dimension:

- Division: Recruitment and Management Services
- Employees directly supervised: Nil
- Agreed outcomes: as per Key Performance Indicators

Selection Criteria:

- exceptional proven business development and networking skills
- ability to effectively market and promote MEGT Recruitment and Management Services to industry stakeholders
- demonstrated experience in effective account management
- proven success with end to end recruitment functions
- effective experience in managing the placement of Australian Apprentices
- demonstrated experience in mentoring Australian Apprentices throughout the contract of training
- knowledge and understanding of Workplace Occupational, Health and Safety regulations in relation to Australian Apprentices' site visits
- outstanding communication and interpersonal skills
- minimum of intermediate level of skill with Microsoft Suite

Qualifications, Skills and Attributes:

- exceptional proven business development and networking skills
- outstanding communication and interpersonal skills
- strong work ethic with excellent role model characteristics
- ability to motivate Industry Employment Consultants (IEC) to follow through on leads generated, and report back outcomes
- confident and articulate cold caller, both in person and on the telephone
- able to address audiences of prospective employers to sell the Group Training concept
- effective networker with representative bodies of employers
- current driver licence
- self motivation as well as a motivator
- ability to convert into placements of Australian Apprentices
- dynamic and sales focussed, driven to develop the RMS business
- well developed IT and written skills, including the ability to use Powerpoint, Excel and Word to help deliver MEGT RMS' message confidently and professionally
- excellent presentation with a professional, confident and friendly image
- mature approach with tact and diplomacy when interacting with clients and staff.

Duties and Responsibilities:

In the role, you will be required to:

- identify employers willing to take on Australian Apprentices by developing and carrying out marketing strategies and campaigns involving letter writing, phone contact and personal visits, speaking at information sessions for community groups and schools and monitoring job advertisements in the local press
- identify appropriate potential Australian Apprentices by advertising, networking, carrying out interviews and testing of candidates
- place Australian Apprentices in employment by identifying appropriate vacancies and matching the employer's requirements with the skills and availability of suitable trainees and apprentices
- manage Australian Apprentices throughout their employment by coordinating and monitoring appropriate on and off the job training relevant to the individual and employment situation

- provide support and counselling to the Australian Apprentices throughout the contract of training with a focus on maintaining ongoing employment
- conduct mentoring site visits of apprentices, trainees and host employers in accordance with MEGT policy, ensuring that all communication with the Host, Trade School and apprentice is documented
- monitor progress at the RTO and ensure ongoing communication with the Host Employer so corrective action can be taken where required, for example where an apprentice is absent from the RTO
- ensure the workplaces where Australian Apprentices are placed are safe by carrying out appropriate workplace health and safety (WH&S) checks prior to placement in accordance with MEGT's workers compensation and safety policies
- carry out regular WH&S checks and discussions with host employer and apprentices/trainees in conjunction with site visits
- ensure apprentices requiring rotation or new placement are handled in a timely manner to ensure on-going and continuous employment
- assist with the development of Return to Work Plan for any apprentices or trainees within your portfolio who require this service
- monitor and support any Return to Work plans to ensure minimal time on workers compensation
- develop and maintain an up to date knowledge of appropriate employment conditions with reference to awards and employment agreements and advise apprentices, trainees and employers where necessary
- promote MEGT by promoting and selling the full range of services provided by the company to RTO's, secondary schools, government institutions, Industry Advisory Boards, businesses etc.
- maintain an up to date knowledge of all relevant legislation, regulations and Government policies that affect the employment of Australian Apprentices and relevant labour market programs
- perform and participate in other associated activities as required by your manager to achieve the strategy and objectives of the division.

(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:

These measures will act as a guide for management in determining the Field Officer actual performance to KPI measured against the below weekly KPI targets. In addition to regular weekly discussions on progress against target with the line manager, an annual review will be conducted to determine 'on the job performance'. This annual KPI review will form part of a consultative review of your overall performance in general encompassing all requirements of the position description as a minimum.

Key Performance Indicators- Weekly					
Caseload	70	50	30	10	0
Tasks					
Meet required targets for interviews	6	6	6	6	6
Complete required send outs	4	8	8	8	8
Complete job Filled target numbers	1	1	2	2	1.5
Telesales	0	20	40	80	100
New host sales visits	0	3	7	11	15
Site vists- minimum	11	7	5	2	0
New host contracts signed	1	2	2	2	2
Job spec form signed	1	2	2	2	2
Revers Marketing (profile sent)	1	3	8	8	8

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.

Police Check:

This position is required to undertake a **National Police Check** and any **State/Territory Working with Children Check** (where applicable). The National Police Check must be renewed every 2 years from the date of the initial check as a minimum. A clearance to work with children in connection with the delivery of AASS is mandatory.

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.