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**MEGT RECRUITMENT AND MANAGEMENT SERVICES DIVISION**



**Recruitment Consultant**

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***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 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:***

This is a key role within MEGT (Australia) Ltd's Group Training Division. The primary focus of this role will be to coordinate and execute the recruitment functions and associated activities in addition to sourcing new vacancies through reverse marketing. The Recruitment Consultant will recruit candidates to be placed with host employers within a range of industry sectors. An understanding of recruitment practices and methodologies will be required to be effective in this role. A confident self starter, who enjoys working in an autonomous role, will find this position attractive and challenging.

The recruitment consultant manages the vacancy and completes the employer specification, candidate sourcing, placement and management of the candidate for the first month of employment and all associated administrative tasks associated with the recruitment process. The consultant conducts candidate screening, testing, interviews, reference checks and relationship calls to host employers and candidates.

***Relationships:***

- reporting to the Direct Manager
- relationships with all relevant internal and external managers and stakeholders

***Dimension:***

- Division: Group Training
- Employees directly supervised: Nil
- Agreed outcomes: as per Key Performance Indicators

**Selection Criteria:**

- proven experience with high volume end to end recruitment functions within a range of industry sectors
- comprehensive understanding of recruitment practices and methodologies
- demonstrated experience in strategic relationship development and networking
- detailed knowledge of job offer processes and related industry regulations
- ability to effectively market and promote MEGT Group Training to industry stakeholders
- outstanding communication and inter personal skills
- Demonstrated knowledge of recruitment systems
- excellent organisational skills with attention to detail
- minimum of intermediate level of skill with Microsoft Products

**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
- efficient, highly organized and a keen eye for detail
- ability to meet to deadlines
- ability to prioritize with excellent time management skills
- experience with high volume recruitment
- problem solving with a focus on good outcomes
- friendly and flexible team player

**Responsibilities and Duties:**

In the role, you will be required to:

- coordinate and execute recruitment functions for MEGT Group Training while liaising with IEC's and Managers on recruitment needs
- source, select, assess and interview a wide range of applicants for various positions ranging across specialisation.
- develop strategic relationships with business partners and other stakeholders through strong relationship networking
- coordinate and manage the interview process from advertisement, job profile template, references check and offer whilst ensuring open lines of communication are kept throughout the process.
- maintain and support growth within existing contracted client (PSA) relationships by delivering superior customer service and supplying quality candidates to complement their workforce
- manage and develop active candidate talent pools by assessing suitability to roles and organisations
- manage the job offer process negotiating assignment rates and or salary packages and finalise arrangements between client and candidates. Offer advice to both client and candidates on pay rates, training requirements and career progression

- adhere to recruitment policy/process including and not limited to the application archiving process
- reverse market candidates to current, inactive and new host employers.
- maintain and update recruitment records and system database management
- report of recruitment vacancies to direct manager and updating system on all associated activities accordingly
- ensure a high standard of customer service is provided to all internal and external customers and complete all administrative duties associated with recruitment lifecycle
- perform the process 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 Recruitment Consultants actual performance to KPI measured against the below weekly 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.

Minimum Key Performance Indicators- Weekly				
Open Vacancies	40+	30+	20+	10+
<b>Tasks</b>				
Meet required targets for interviews	20	20	20	20
Complete required send outs	30	30	30	30
Complete job Filled target numbers	10	10	10	10
Meet targeted Job Spec forms signed	2	2	2	2
Completed Reverse Marketing targets	5	15	20	30
***100% job filled rate within a 3 week period to confirmation				

**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.

**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.