

POSITION DESCRIPTION

POSITION TITLE:	Career & Placement Advisor
LOCATION:	
REPORTING TO:	Gateway and Mentoring Manager
DEPARTMENT:	Gateway Services

PURPOSE STATEMENT

The primary purpose of this position is, under the direction of the Gateway Manager, Gateway Services, to provide new and existing workers with advice and guidance on all VET, apprenticeships or employment pathways. Working within key Skills Shortage Industry Associations to assist with the recruitment and retention of Australian Apprentices and Trainees.

OUR VISION

To improve social equity through having more people in jobs, more people learning new skills, and more communities exposed to positive change.

OUR MISSION

- To promote training, employment and workforce planning solutions to employed, under-employed and at risk members of our Communities, with particular emphasis on youth.
- To provide bridging assistance where government and community resources are lacking.
- To assist new and existing businesses to grow and prosper through effective workforce planning.
- To create and maintain partnerships with other providers, industry groups and governmental agencies

OUR VALUES

- **Inclusive:** People of all communities coming together as one team for common goals
- **Excellence:** We always strive to exceed
- **Resilience:** Equipped to meet challenges and exceed
- **Integrity:** We act with honesty and sincerity
- **Innovation:** Embracing new ideas and technology to stay ahead of change

REPORTING

This position reports to the Gateway and Mentoring Manager

PRIMARY DUTIES

- To provide Qualification, Occupational Preference, Training and Education tool assessments (QOTE) including but not limited to Esher House and Harrisons assessments;
- Liaise with potential Apprentices and Trainees on an individual basis to assist them to recognise their best suited opportunities within the local labour market;
- Liaise with Industry Partners, employers and jobseekers to secure favorable outcomes for all key stakeholders;
- Develop unique action plans to assist candidates with career planning and job search techniques;
- Liaise with a range of agencies including schools, TAFEs, training organisations and Job Service providers, to promote the use of the BUSY At Work's careers services; facilitating at workshops when required
- Approach employers on behalf of candidates to secure work experience and/or Apprenticeship and Traineeship opportunities;
- Provide a full recruitment service to employers seeking to employ an apprentice or trainee, utilising a range of tools to determine best fit;
- Utilise reverse marketing skills to maximise apprenticeship and traineeship outcomes for candidates by liaising with current and new employers
- Promote the benefits of employing Australian Apprentices to key stakeholders and develop new business opportunities;
- Source suitable employment opportunities for Apprentices and Trainees;
- Advertise and recruit Apprentices and Trainees for employers;
- Provide advice and support to employers, Apprentices and Trainees;
- Develop and maintain relationships with all stakeholders at all levels;
- Undertake the associated general administration duties as required;
- Comply with all legislative requirements.

PERFORMANCE MEASURES

KNOWLEDGE, SKILLS & EXPERIENCE

- Demonstrated ability to build strong relationships within industry;
- Previous experience within JSA, VET, GTO or Careers services preferred;
- Demonstrated ability to interpret and apply complex guidelines, administrative procedures and processes;
- Ensure compliance with all legislative and regulatory requirements including Privacy, Equal Employment Opportunity, Sexual Harassment and Occupational Health and Safety;
- Well-developed oral communication skills (including presentation, influencing and negotiation), and written communication skills (including the production of well-formatted business reports and documentation);
- Demonstrated ability as a team player (including building constructive relationships with peers and collaborative problem solving);
- Demonstrated high-level computer skills in particular the use of the Microsoft suite of programs;
- Self-motivated with a demonstrated enthusiastic approach to day-to-day business operations;
- Positive approach to a continual changing work environment;
- Strong client focus and desire to be a part of a service organisation;
- Ability to operate in a highly ethical manner in accordance with the Australian Apprenticeships Support Services contractual requirements, client expectations of high standards and BUSY's high quality and performance oriented culture.



QUALIFICATIONS

- Cert IV in Career Development
- Cert IV in Employment Services preferred

This Position Description is intended to describe the general content of and requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

I have read and understood the duties and responsibilities required of me in this role.

Employee Signature: _____ Date: _____