



POSITION DESCRIPTION

POSITION TITLE: JOB MATCH CONSULTANT	LOCATION: SOUTHPORT
REPORTING TO: AREA MANAGER	DEPARTMENT: DISABILITY EMPLOYMENT SUPPORT SERVICES

PURPOSE STATEMENT

Identifying and developing collaborative relationships with candidates, employers and internal stakeholders, with a focus on successfully matching candidates into career opportunities. Utilising the Job Finder database, to source and place candidates into Group program vacancies.

OUR PURPOSE

- Connecting to their community through participation in paid work
- Engaging in social and lifestyle activities to enhance involvement in the community
- Working with young school leavers with a disability to take part in work or training post school
- Creating strong partnerships with community, industry and government to promote disability employment
- Investing in social enterprise opportunities.

OUR VALUES

- Integrity
- Empowering Individuals
- Build Open and Honest Relationships through Positive Communication
- Embrace and Drive Change
- Compassion

REPORTING

This position reports to the Area Manager

KEY RESPONSIBILITIES

- Utilising the Job Finder database to develop and nurture a continuous pipeline of suitably matched candidates to Group program vacancies, including Gateway Services.
- Conduct phone screen interviews with candidates and complete detailed files notes.
- Generate placement leads resulting in sustainable employment opportunities for candidates.
- Maintain knowledge of Group program vacancies and the local job market of candidates.
- Maintain consistent and timely communication with candidates and stakeholders.
- Facilitate end-to-end candidate support, liaising with key stakeholders.
- Identifying candidate capability to facilitate appropriate referrals for job vacancies.
- Responding to and managing a wide range of candidate queries, providing information on suitable vacancies.
- Provide high level account management through managing a diverse portfolio of candidates for successful placement across a range of industries.
- Identifying and utilising labour market information to develop and implement successful candidate relationship strategies.
- Effectively and accurately update relevant candidate and employer related databases/systems.
- Participating actively in local networks and promoting the services of The BUSY Group.

CORE COMPETENCIES:

- Ability to align to the Company's Strategy, Purpose and Vision.
- High level of verbal and written communication skills.
- High level of computer literacy and knowledge of information systems.
- Highly developed team engagement skills capabilities.

ESSENTIAL CRITERIA:

- Proven ability to communicate to clients/candidates, internal and external stakeholders and employers to build and maintain a strong Group brand image.
- Ability to understand transferable competencies, skills and abilities and can align experience/personal fit for a specific job or career.
- Ability to identify, manage, develop and nurture a large portfolio of job ready candidates.
- Proven skills in building collaborative partnerships with internal and external Stakeholders to support effective candidate management and placement.
- Ability to
- Ability to meet set objectives to achieve high quality candidate and stakeholder care and satisfaction levels.
- Strong business development and networking skills with the proven ability to support the development of new business initiatives.
- Willingness and ability to work as part of a team and also autonomously, to prioritise workloads.
- Knowledge of and commitment to quality assurance and continual improvement.
- Ability to identify and report WHS, EEO, quality management and risk management issues.
- Full driver's licence and willingness to travel when required.

DESIRABLE CRITERIA:

- Experience in or knowledge of Employment Services and/or AASN.
- Recruitment related experience e.g. Employment Consultant, Job Coach

ORGANISATIONAL RELATIONSHIPS:

- Relationships: Close collaboration and liaison with internal staff, candidates, employers, and community organisations.

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: _____