

POSITION DESCRIPTION

POSITION TITLE:	GTO Recruitment Officer
LOCATION:	Cairns
REPORTING TO:	Operations Manager
DEPARTMENT:	GTO

PURPOSE STATEMENT

The GTO Recruitment Officer, recruits, interviews and supports the commencement relationship of apprentices and trainees through Skill360's GTO, including all relevant recruitment advertisements, onboarding, registration, documentation in accordance with internal, external and contractual obligations and requirements.

OUR VISION

To be the best integrated workforce solutions provider.

OUR MISSION

To provide employment opportunities and up-skilling to people, communities and businesses in a sustainable way.

OUR VALUES

- We will invest in our people
- We will be 100% safe, 100% of the time
- We will provide innovative solutions to problems
- We will provide excellent customer service
- We can always be better in how we do things

REPORTING

This position reports to the Operations Manager

PRIMARY DUTIES

- Provide recruitment support to Skill360 GTO.
- Effectively facilitate and coordinate all documentation for apprentice and trainee commencements, including new starter packs, contracts of employment and other relevant documentation in line with employment service standards
- Liaises with the Business Development Manager and the Field Mentor for apprentices and trainees;
- Build and maintain effective relationships with internal and external stakeholders, including Skill360 GTO and RTO, BUSY Schools, the BUSY Group Human Resources and Payroll, BUSY At Work Employment Services and Apprenticeship Field Services, TAFE and other RTO's of the Skill360 GTO.
- Actively seek training opportunities for apprentices/trainees with Skill360 RTO
- Actively seek SAT opportunities for Busy Schools

- Ensure the accurate record keeping for all apprentices/trainees and host employers are maintained and updated in Job Ready.
- Provide excellent customer service to stakeholders, including the handling of phone enquiries from trainees and apprentices and the general public.
- Provide assistance to any clients and customers that present to reception;
- Attend networking events including Trade shows and other professional events where required
- Provide support in the RTO Administration when required
- Undertake any other duties commensurate to your skills and experience

KNOWLEDGE, SKILLS & EXPERIENCE

- High level recruitment, attention to detail and accuracy
- Experience working in a contractually compliant environment
- The ability in managing a diverse workload, manage multiple tasks and meet deadlines
- Demonstrated ability to manage personal information in a private and confidential manner
- Experience working in an Employment Services, AASN, GTO or similar setting
- Demonstrated ability to effectively communicate and engage with a range of internal and external stakeholders including Apprentices, Trainees and Host Employers
- Demonstrated ability in the use of MS Office suite, including word, excel and the ability to acquire knowledge of database applications.

QUALIFICAITONS

- Qualifications in Business/HR or related discipline is preferred; and
- Working with Children Check (Blue Card) Queensland

KEY DIMENSIONS

Key dimensions required within the role include adaptability, building high internal and external customer satisfaction levels, and the following:

- Managing work/time;
- Communication;
- Work standards;
- Follow-Up;
- Client focus;
- Accuracy;

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: _____