



Position Details

Position Title	Apprentice Recruitment Coordinator
Location	This role requires you to work at the MTA's Royal Park site and/or MTA sites across South Australia to meet business requirements. You may also be required to work at schools, member sites, host sites and other external sites.
Reports To	General Manager Apprentice Employment Services
Collaborative Relationships	Field Officers WHS & Return to Work Coordinator Administration Staff RTO Training Staff School Pathways Coordinator Apprentice Recruitment and Support Coordinator
Financial Accountability (Expense Budget and/or revenue)	Nil
Management Responsibility (No of employees managed/supervised)	N/A

Position Responsibilities

Purpose of the Position	<p>Conduct applicant interviews meeting GTO employment standards.</p> <p>Provide weekly reports to GM Apprentice Employment Services.</p> <p>Achieve apprentice employment targets.</p> <p>Assist with raising the profile of motor industry occupations in the community.</p>
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In order of importance, list the key responsibilities/activities of the position. Each responsibility should be weighted according to the amount of time/effort spent on it during a normal year. The total weighting will be 100%.

Responsibility (1)	Apprentice Recruitment	80%
Purpose of Activity	Ensure yearly intake targets are met with a focus on quality.	
Examples	<ul style="list-style-type: none"> a) Conduct apprentice interviews b) Ensure records of interviews are entered into CRM within two days of interview. c) Ensure interview and recruitment procedures are adhered to, with a particular focus on the quality of applicants. d) Refer any identified concerns to the GM Apprentice Employment Services or applicable GTO team member as required. e) Liaise with GM Apprentice Employment Services and recruitment team members on the apprentice selection process. f) Maintain weekly reports for the GM Apprentice Employment Services on apprentice recruitment activity. g) Identify and communicate opportunities for improvement to the GM Apprentice Employment Services and recruitment team members. 	
Responsibility (2)	Support schools and community engagement activities as required	20%
Purpose of Activity	Work with School Pathways Coordinator and Apprentice Recruitment and Support Coordinator as required to raise the profile of automotive careers in schools and the wider community	
Required Examples	<ul style="list-style-type: none"> a) Support the maintenance of relationships with key school contacts b) Assist with MTA GTO attendance at school career events as required c) Assist the organisation and promotion of MTA Training and Employment Centre schools expo as required. 	



	<ul style="list-style-type: none">d) Assist with school group tours of the MTA Training and Employment Centre as required.e) Assist with school and community activations as required.	
	Total Weighting	100%

Compliance Responsibilities

It is the responsibility of both the manager and incumbent(s) of the role to ensure that the following compliance requirements are met:

- **Relevant laws and regulations including OH&S and EEO**
- **Industry codes.**

Knowledge, Skill and Experience Requirements

Knowledge <ul style="list-style-type: none"> • HSC • Degree/Diploma • Post-Graduate Qualifications • Trade Certificate • Industry Specific Qualifications 	Essential Knowledge of Automotive Industry Careers and/or knowledge and experience in VET Pathways	Preferred Automotive Trade Qualification and/or experience working within the retail motor industry
Skills and Attributes <ul style="list-style-type: none"> • Interpersonal Skills eg. Communication, Negotiation, Problem Solving, Analytical, Customer Service, Team work 	Essential <ul style="list-style-type: none"> • High level interpersonal skills and professionalism, in particular in relating and communicating with students, stakeholders and external organisations. • Ability to communicate with young people confidently. • Attention to detail, accuracy and efficiency. • Initiative and problem solving. Strong time management skills and the ability to prioritise workloads. • The ability to successfully 	Preferred

	<p>participate in a team and manage own productivity and quality.</p> <ul style="list-style-type: none"> • Reliability. • Accurate data entry skills. • Capacity to work within an outcome-focused environment. • Mature outlook and sense of humour. 	
<p>Personal alignment with MTA Values</p>	<p>Teamwork:</p> <p>Achievement: We do our best to exceed expectations, striving for innovation in our delivery of relevant and valued services</p> <p>Accountability: We take ownership of all that we do, each taking responsibility for our part in delivering high quality services</p> <p>Respect: We understand, acknowledge and appreciate the needs, opinions and values of everyone by embracing the diversity we have within our organisation.</p> <p>Excellence: We strive to do and be the best in all that we do everyday.</p>	
<p>Computer Software</p> <ul style="list-style-type: none"> • Eg. Microsoft suite, Project, Finance 	<p>Essential</p> <ul style="list-style-type: none"> • Windows 10 • Advanced Microsoft Excel • Advanced skills in Microsoft Office Suite. 	<p>Preferred</p> <p>Jobready/CHIP</p>

Technical Skills <ul style="list-style-type: none"> • Licences 	Essential Drivers Licence	Preferred
Experience <ul style="list-style-type: none"> • Industry and/or field experience 	Essential Recruitment and selection Sales and/or Marketing/ Working with Youth	Preferred <ul style="list-style-type: none"> • Automotive Industry and/or field experience. • Working knowledge of Group Training Organisations and the VET system

Frequent Contacts

Internal Contacts Includes organisational managers and employees.	All MTA Staff
External Contacts Includes customers, members, suppliers, Government bodies, industry groups, competitors	Host Employers; MTA Members, RTOs; Secondary Schools; Apprenticeship Centres; Suppliers, TAFE SA and Apprenticeship Brokers

Managerial/Leadership Functions

Relevant management functions performed including: <ul style="list-style-type: none"> • Performance and Career Planning • Salary Review • Business Planning • Budgeting 	N/A
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