

Role Title	Recruitment and Applications Coordinator
Location	Samoa Campus
Classification	NS4
Reports to	Operations Manager
Employment Status	Short Term

About the Australia Pacific Training Coalition

The Australia Pacific Training Coalition (APTC) is the third stage of the Australian Government development program established in 2007 as the Australia-Pacific Technical College.

The goal for APTC3 is: 'A more skilled, inclusive and productive workforce enhances Pacific prosperity'.

The supporting purpose is: 'The skills and attributes available to employers from Technical, Vocational Education and Training (TVET) systems align with labour market requirements'.

This goal and purpose are supported by the achievement of three end-of-program outcomes (EOPOs):

- a) Graduates have improved employment outcomes
- b) Co-investment in skills training increases
- c) Selected TVET partners demonstrate quality TVET provision.

In stage three, APTC will transition from a technical college to a coalition with partner institutions, industry/enterprises, and the Governments of the Pacific working together to achieve sustainable country driven TVET reform under a [Thinking and Working Politically](#) approach. APTC will continue to focus on the delivery of high quality TVET training while becoming a leading force in skills creation and a highly successful example of sustainable development assistance, working with Pacific TVET training providers to develop their capacity to deliver qualifications and skill sets to an international standard across a range of demand driven industry sectors.

The APTC has country offices established in Fiji, PNG, Samoa and the XXX. The APTC supports TVET, industry, community and students from Pacific Island Forum Countries. The Country Offices are supported by a range of services provided from a regional office located in Suva, Fiji.

The APTC is managed by TAFE Queensland on behalf of the Department of Foreign Affairs and Trade (DFAT) and staff are employed by TAFE Queensland.

For more information about the APTC visit: www.aptc.edu.au

About the Role

The Recruitment and Applications Coordinator has responsibility for ensuring effective monitoring and delivery against targets for recruitment and applications processing to ensure maximum cohort enrollment in APTC training delivery. This role has the responsibility to supporting enhanced access to APTC courses while ensuring Gender Equity and Social Inclusion considerations in the recruitment approaches undertaken. This role will also need to ensure adherence to policies and processes established for applications processing and system requirements for cohort enrolment prior to the commencement of course delivery.

The Recruitment and Applications Coordinator is responsible for monitoring, oversight and reporting on recruitment and applications activities. This role will also inform and contribute to planning, marketing and recruitment efforts towards achievement of established enrolment and timeline targets.

The Recruitment and Applications Coordinator will report to the Operations Manager while liaising closely with the Training Program Coordinator to coordinate, report and implement activities. This role will also work with the applications team within the campus and at the Regional Head Office in Fiji.

Key Responsibilities and Duties

1. Contribute to and support implementation of recruitment activities and end-to-end applications processing.
2. Support Operations Manager with targeted stakeholder engagements that contribute to recruitment efforts.
3. Ensure recruitment and applications processing are carried out according to policy and procedures; and processes are progressing efficiently. This includes liaising and working effectively with relevant staff in campus and the RHO to coordinate, problem-solve and implement activities accordingly.
4. Monitor recruitment and applications processes closely and produce reports as needed for Campus Management. Monitoring and reporting activities will include data processing and data analysis to support briefs, reports and presentations as requested.
5. Ensure the recruitment and application activities are implemented successfully to scope, within budget, on time and meeting all targets and milestones.

NOTES:

1. 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.
2. The incumbent is expected to be collaborative, flexible and willing to assist others during peak periods and absences, as required.

Within the context of the Key Responsibilities and Duties described above, the incumbent will be required to:

Demonstrate professionalism and integrity by:	<ul style="list-style-type: none"> • Adhering to the APTC Staff Code of Behaviour, the APTC Staff Conduct Protocols, and TAFE Queensland's Code of Conduct. • Adhering to DFAT Policies as they relate to APTC. • Adhering to the APTC Close Personal Relationship Policy. • Adhering to the APTC's Child Protection Code of Conduct. • Adhering to APTC policies and regulations, including equal opportunity, anti-discrimination and harassment and those of TAFE Queensland. • Working safely and ensuring others, including students, work safely. • Complying with all accreditation and audit requirements. • Treating people fairly and equitably and being transparent in decision
Support productive relationships by:	<ul style="list-style-type: none"> • Respecting the needs and contribution of team members. • Accepting team decisions. • Taking responsibility for their own performance. • Providing support to other team members. • Demonstrating initiative within the team.

Achieve results by:	<ul style="list-style-type: none"> • Taking responsibility for meeting objectives and achieving shared goals. • Providing courteous, prompt and professional service to external and internal clients. • Responding positively to change.
Communicate with influence by:	<ul style="list-style-type: none"> • Effectively presenting information – both verbally and in writing • Accepting and acting on constructive feedback • Attending and actively participating in scheduled meetings

Key Selection Criteria

1. Demonstrated experience in project management and systems improvement.
2. Strong writing, reporting and data analysis skills with attention to detail.
3. Demonstrated high-level ICT skills including an ability to prepare high-level responses, reports and presentations.
4. Demonstrated Management and Leadership experience with excellent interpersonal and communication skills.

Personal attributes

1. Willingness and ability to facilitate rather than direct, to provide support and systems to build staff and partners' confidence and skills to work in an adaptive manner and to work beyond self-interest.
2. Strong commitment to reform and Pacific skills development.
3. Highly developed interpersonal communication skills with proven experience in building and sustaining productive internal and external stakeholder relationships and developing relationships of trust with partners and counterparts.
4. Demonstrated cultural awareness, sensitivity, proven ability to work with people from diverse cultural and linguistic backgrounds and diversity of age, gender, and ability.
5. Ability to work through uncertainty, collaboratively and with creativity to support the achievement of shared objectives

Desirable Selection Criteria

1. Experience working within an educational organisation would be an advantage.
2. Experience working on an aid-funded project, preferably Australian Government, would be an advantage

Additional Information

1. You may be required to travel and work across various APTC locations.
2. Travel and overnight absences from base may be required for this position.
3. The possession of a motor vehicle driver's license is essential.
4. A criminal history check will be initiated on the preferred applicant.
5. You may be required to undergo a medical check.
6. A non-smoking policy applies in APTC buildings, offices and motor vehicles.
7. If the successful applicant has been engaged as a lobbyist, a statement of their employment is required.
8. The successful applicant will be required to complete a period of probation.
9. The successful applicant maybe required to obtain a Working with Children's Check.

Inherent Physical Requirements

Physical Requirements		Frequency
Posture	<ul style="list-style-type: none"> • Sitting • Standing • Walking 	Frequent/Constant Occasional/Frequent Occasional/Frequent

Upper Limb/Body	<ul style="list-style-type: none"> • Computer operation • Handwriting • Reaching above shoulder and bending below the knee to access work materials • Repetitive hand movements 	Frequent/Constant Occasional/Frequent Occasional Occasional
Other	<ul style="list-style-type: none"> • Twisting in a seated position to access drawers at the desk 	Occasional Occasional
Work Environment	<ul style="list-style-type: none"> • Indoor air conditioned rooms • Domestic and international work related travel • Overnight absences from base 	Frequent Occasional Occasional

Signatures

Name of Accountable Manager	Signature	Date
Name of Incumbent	Signature	Date