

Employer Relationship Coordinator

Department	Operations
Reports to	Employer Relationship Manager
Award Classification	Labour Market Assistance Industry Award 2010

Position Objective

Build and maintain quality relationships with employers that result in opportunities for TPG's jobseekers. Support and coach Employment Consultants to complete employer engagement activity required by their role.

Our Core Purpose

Creating EQUALITY through employment

Our Core Values

We are PASSIONATE

- We are enthusiastic and motivated
- We are fully engaged
- We expect the best of ourselves, for our participants

We are FAIR

- We care about each other, our participants and employers
- We deliver on our promises

We CHALLENGE the status quo

- We give and receive constructive feedback
- We are courageous – to try, to trust, to tell
We go the extra mile to achieve the right outcome
We continuously improve

Our Brand Promise

Right FIT

Employer Engagement Consultant

Position Outcomes

- Create, manage and support employer relationships within designated areas.
- Source appropriate vacancies to achieve required outcomes.
- Provide reverse marketing support, and employer engagement coaching to Employment Consultants.
- Maintain strong understanding of caseload characteristics to ensure appropriate vacancies are being sourced.
- Provide education and knowledge to the team or clients about needs of specific employers or industries
- Enact the Employer Engagement Strategy and Process across designated areas.

Critical Behavioural Competencies

Customer Focus	Is dedicated to meeting the expectations and requirements of internal and external customers. Establishes and maintains effective relationships with customers and gains their trust and respect.
Negotiating	Can negotiate skilfully with both internal and external groups. Gains trust quickly of other parties to the negotiations. Has a good sense of timing.
Attention to detail	Does not let important details slip through the cracks or derail a project
Creativity and Innovation	Generates new and innovative approaches to problems.

Team Member Name _____

Team Member Signature _____

Date _____