# Position Description

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| **Classification:** | *APS5* |
| **Position Title:** | *Entry Program Coordinator* |
| **Position Number:** | *60091937* |
| **Group/Division:** | *Corporate and Enabling/People Division* |
| **Branch/Section:** | *People Services/Employee Development Services* |
| **Size of Team:**  **Direct Reports:** | 7  0 |
| **Reports to:** | *Entry Programs Manager, Employee Development Services (49000557)* |
| **Location:** | *Belconnen* |
| **Security Classification:** | *Baseline* |
| **Date PD finalised:** | *7 September 2018* |
| **PD endorsed by:** | *Kitti Whitworth, Assistant Director, Employee Development Services* |

## Section Overview

The Employee Development Services (EDS) Section is responsible for the delivery of talent building services, diversity initiatives and networks, entry-level programs and other supportive functions, these include:

* Delivering/facilitating training programs for employees and assessing their effectiveness. This predominantly relates to core skills such as Leadership, Management, Coaching and Induction.
* Managing the Graduate Development Program and providing ongoing support to Graduates.
* Establishing and managing the Internship Program and Advanced Development Program.
* Managing Indigenous employment programs, networks and initiatives including coordination and support of Indigenous apprentices.
* Managing the departmental library including the provision of related research services.

## Position Summary

The APS 5 Entry Program Coordinator is responsible for supporting a team to collaborate in the successful delivery and management of the Department’s suite of Entry Programs. These programs are key components of building workforce capability and developing a professional and agile workforce who are capable and confident in their professions. Work is undertaken under general direction with the opportunity for reasonable autonomy and accountability.

## Specific Duties / Responsibilities

Duties within the EDS Entry Programs team include:

* provide support, advice and resolution to enquires from internal and external stakeholders, escalating as required
* provide input to Entry Program training and development
* participate in relevant committees and networks
* monitor, investigate and report on Entry Program compliance issues
* identify and assess issues and risks associated with the suite of entry programs
* partner, liaise and influence internal and external stakeholders
* support the use and enhancement of technology to support the delivery of the entry programs
* maintain knowledge of best practice entry programs and apply within the departmental context
* prepare correspondence, including minutes, reports, papers and briefs
* undertake research to identify, analyse and resolve issues and problems
* prepare procurement related to entry programs
* plan assessment activities and assess participant learning performance and outcomes
* maintain learning and assessment information and records
* promote continuous improvement in the internal learning and development service model of the Department

## Role Requirements/Qualifications

### Capabilities

* Stakeholder engagement
* Database management
* Project management
* Procurement
* Communications

### Skills

* Sound communication and people skills
* Excellent organisational skills.
* High level of writing skills
* Ability to prioritise tasks
* Ability to carry out a number of tasks at the same time.
* A creative approach to problem-solving.
* High level of attention to detail.
* Ability to work under pressure and meet tight deadlines

## Mandatory Core Capabilities

Mandatory requirements are required under legislation or policy.

* A minimum of Baseline (Protected) level security clearance
* Employment Suitability Clearance (ESC).

This position has been assessed in accordance with the APSC Role Evaluation Framework. To perform the job successfully, an individual should demonstrate the capabilities, skills and knowledge, and adhere to all relevant aspects described by:

[Work Level Standards](http://www.apsc.gov.au/publications-and-media/current-publications/worklevel-standards)

[ILS - A guide to the Integrated Leadership System](http://www.apsc.gov.au/publications-and-media/current-publications/guide-to-the-ils)

[Home Affairs Professional Standards and Integrity Framework](https://bordernet.immi.local/about/integrity)

[APS Legislative Requirements](https://www.apsc.gov.au/legislative-framework-aps)

[APS Values and Code of Conduct](http://www.apsc.gov.au/working-in-the-aps/your-rights-and-responsibilities-as-an-aps-employee)

## Qualifications

### Desirable

* Minimum 3 years of experience in human resources management, graduate and/or development programs or related field.