

Recruitment and Business Development Coordinator (HU-FG033)



This form comes from the HU-FG Human Resources – Functional Statement, Corporate Services following departmental process:

Position Title:	Recruitment and Business Development Coordinator
Business Unit:	Employment Services
Location:	Darwin
Classification:	Level 5 \$76,125 - \$88,305 pa Salary is reduced by \$5,500 to include full private use of the vehicle
Status:	Full-Time (38hrs per week) - Contract
Probation period:	3 Months (if applicable)
Responsible to:	Innovation and Integration Manager
Preparation Date:	November 2025
Approved by:	Human Resources Manager

This position is responsible for:

The Recruitment and Business Development Coordinator is responsible for the efficient delivery of corporate sales and recruitment services for GTNT Group. This role plays a pivotal part in ensuring a high level of customer service to all potential clients while actively promoting and expanding GTNT Group's presence within the community.

Statement of Specific Accountabilities

Business Development

- Develop and implement targeted sales and recruitment strategies to drive company growth and increase participation in apprenticeships, traineeships, and student programs across the Northern Territory.
- Maintain accurate and effective reporting channels to ensure management is well-informed on the progress of objectives and business development initiatives.
- Provide comprehensive information, guidance, and marketing support regarding Australian Apprenticeships, Group Training Organisation (GTO) services, and Vocational Education and Training (VET) pathways to potential clients.
- Actively promote and market GTNT Group through presentations, networking activities, and stakeholder engagement.
- Regularly assess and enhance sales and recruitment materials in collaboration with the Marketing Team to ensure alignment with industry trends and business needs.
- Assist in planning, coordinating, and executing sales and marketing events, such as expos, school visits, and industry networking functions.
- Conduct market research and competitive analysis to identify emerging trends, potential growth areas, and increased demand within the industry.
- Gather intelligence on competitive products and services to enhance GTNT Group's market positioning and service offerings.

Recruitment Services

- Interview jobseekers looking for apprenticeships, traineeships and recruitment options recording relevant personal and work details to match them with appropriate jobs.
- Support the interview and selection process for major recruitment intakes.
- Organise advertising if required to be approved by the host business.

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- Analyse aptitude, medical and psychometric testing as required.
- Prepare shortlists for referral to prospective host businesses.
- Prepare resumes and correspondence for suitable jobseekers to forward to employers.
- Conduct information sessions as required.
- Identify jobseekers career interest and provide suggested career advice and recommendations.
- Provide face-to-face and over the phone/online consultations with prospective jobseekers and/or employers.
- Enrol newly commenced GTNT Group Employment Services Australian Apprentices into WHS induction.
- Provide backup support to the Integration and Innovation Manager as required.

Administration

- Assist with sales administration for the Innovation and Integration Manager and Employment Specialists.
- Manage and ensure high quality reporting for all contractual reporting requirements.
- Prepare or facilitate reports and other documentation for internal and external clients as required.
- Prepare or facilitate reports for management as required.

Sales

- Actively source and secure new host businesses through cold calling, lead generation, face-to-face meetings, and other outreach methods.
- Promote and sell GTNT Group's products and services to existing and prospective clients.
- Develop and implement sales strategies, enhance marketing tools, and support product launches.
- Pursue new leads and referrals generated through marketing efforts.
- Tailor sales approaches to meet the specific needs of target groups.
- Meet sales targets for contracted projects, including work placements and host business acquisition.
- Provide structured training for staff to ensure quality and compliance in sales and recruitment services.
- Interpret industry awards and apprenticeship programs to:
 - Offer appropriate service solutions to host businesses.
 - Reverse market Australian Apprentices to relevant vacancies.

Customer Service

- Provide quality advice and information as required.
- Provide tailored recruitment services to host businesses and candidates when required.
- Exercise a high level of interpersonal/customer service skills in dealing with all prospective and existing clients.
- Manage and provide a high level of customer service to internal and external clients.
- Maintain confidentiality as per company policies.

Policies and Procedures

- Assist in the preparation, review and implementation of departmental related policies and procedures for inclusion in the Quality Management System.
- Assist with ensuring all section staff are aware/trained in and comply with company policies and procedures.
- Assist in maintaining the departments quality system.
- Review and suggest any changes to new quality documents to meet with the quality style guidelines.
- Identify areas within the department processes that could be improved, investigating the reasoning behind the current process and communicate with management your ideas to improve the process.
- Implement new processes and procedures to promote continuous improvement.

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Workplace Health and Safety

- Ensure a safe work environment.
- Follow all WHS policies and procedures.
- Report all hazards and accidents to the supervisor/manager.
- Take all reasonable and practicable steps to ensure your own health & safety and that of any other persons who may be affected by your actions.

Team

- Participate in company and divisional meetings, and training activities.
- Participate in business planning activities as required.

Travel

- Travel throughout the Northern Territory as required.

Desired Personal Attributes

- Written Communication – Communicates ideas on complex and sensitive issues clearly, adapting language, tone, and format to suit target recipients.
- Verbal Communication – Speaks in a clear, succinct and confident manner with the ability to tailor language to suit target audience.
- Conflict Resolution – Defuses and resolves conflict in a range of situations, where tact and diplomacy as required.
- Intellectual Capacity – Assimilates complex information, applying knowledge gained to increase sales and be a workforce solution provider to host businesses.
- Problem solving – Quickly defines complex and ambiguous problems, pinpoints key issues and develops workable solutions.
- Analytical Thinking – Across multi-dimensional areas, assesses complex information, quickly perceives implications, and makes sound strategic judgments.

Additional Information

The incumbent must adhere to all current relevant codes of conduct and legislation requirements including:

- GTNT Group policies/procedures and protocols located in the Quality Management System.
- Privacy Act.
- Equal Employment Opportunity Act.
- Work Health and Safety Act.
- Government/Industry Code of Conduct.
- Northern Territory Employment and Training Act.
- Australia Fair Pay Condition Standards.
- Anti-Discrimination Act.

The incumbent can be expected to be allocated duties not specifically outlined within their functional statement, however within the capacity, qualifications and experience normally expected from a person occupying this position.

Key Result Areas will be negotiated as part of the regular performance planning and review processes.

The incumbent must possess a current manual Northern Territory driver's licence and Working with Children's clearance (Ochre Card).

Must demonstrate company values; Collaboration, Innovation, Integrity, Safety and Respect.

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Selection Criteria

- Completion of or currently undertaking a Certificate IV in Business Sales/Marketing or relevant industry experience.
- Demonstrated experience in recruitment, sales or human resources.
- High level of administrative skills and be highly organised while maintaining strict attention to detail and confidentiality.
- Demonstrated ability to take initiative, maintain self-motivation and discipline to achieve outcomes within set timeframes.
- Excellent interpersonal and communication skills which promotes effective and tactful interaction with all internal and external clients.
- Demonstrated ability to work efficiently as a member of a small team and independently in a client focused area.
- Demonstrated experience in use of computer applications, including Microsoft Products and database management systems.
- Demonstrated knowledge of local labour market, community and local business needs.

Training and Professional Development

- Cross Cultural Awareness Training
- WH&S Awareness Training

Positional training requirements is subject to budget constraints and group enrolment availability. Positional training requirements is not classified as mandatory.

Remuneration Package

Annual leave:	5 weeks
Sick leave:	2 weeks
Superannuation:	In line with the Super Guarantee Charge
Additional Benefits:	Health and Well-being Package Mobile Phone Surface Pro

All other conditions are in accordance with the current GTNT Group Enterprise Agreement and company policy.

The position will be expected to undertake other duties within the department to ensure coverage during staff absences.

I, _____ confirm I have read and understood my functional statement.

I have a complete understanding of my role and responsibilities as outlined in this document. I acknowledge I may be required to undertake additional tasks outside of my functional statement that are reasonable and as directed by my manager.

Signature: _____

Date: _____

This form also relates to the following other forms: Nil