

Position Description

Job Title:	Workforce & Roster Coordinator
Directorate:	Outdoor Education
Entity:	Client and Delivery WA
Reporting to:	Head of Client and Delivery WA
Key Stakeholders:	W.A. Team
Number of DirectReports:	Nil
Type:	Part time .8EFT
Location:	Camp Margaret River, Karridale WA
Date Prepared:	27/10/2021

Company Information

The Outdoor Education Group (OEG) is a for-purpose organisation, seeking to make learning outdoors accessible to all young Australians.

We help young Australians realise their personal best by creating experiences in the outdoors to grow their sense of self and the core skills that will help them navigate their future.

We help students grow; we help schools perform. We help parents enjoy more mature, independent children, helping young people become real world ready. From providing industry-leading pre-set courses to fully tailored, curriculum-integrated programs, we connect with schools across the country to bring education outdoors.

Founded in 1984, we employ 400+ diversely talented and experienced staff. OEG is part of a big and brilliant country, and our national presence provides extraordinary experiences for students in some of the world's most diverse and beautiful natural environments.

We need your help to deliver these experiences and impact these young Australians to help them become real world ready.

Your opportunity

As the Workforce & Roster Coordinator, you will ensure the Western Australian Clients and Delivery team are well prepared to provide exemplary outdoor education to students, in diverse locations across WA. You will provide highly professional support, across the employee life cycle to the team within WA Clients and Delivery.

Specifically, as a key member of the Clients and Delivery team you will ensure that recruitment, rosters, staff induction, staff records and training & development plans are completed in a timely and professional way. Your role supports our programs being delivered to the highest standards of consistency and quality, meeting the needs of students, schools, and staff.

You are required to have a clear understanding of The Outdoor Education Group Enterprise Agreement (EA) obligations to ensure effective and compliant roster management. Your role will have a long-term focus on supporting the strategy to build a suitably skilled and qualified team to enhance sustainability in WA.

Your ongoing commitment to proposing and supporting initiatives and strategies to drive cultural alignment, employee engagement whilst improving efficiency and accountability for outcomes will be a key to the success of this role.

OEG Core Values

<p>Be pioneering. We chart new ground by placing the outcome at the centre.</p>	<ul style="list-style-type: none"> ▪ Work closely with the Clients and Delivery team to support delivery needs in the field to ensure team are competent to meet OEG and client expectations ▪ Seek out and implement improvements to increase efficiencies in all aspects of your role
<p>Navigate the journey. We are rigorous in our preparation and execution.</p>	<ul style="list-style-type: none"> ▪ Apply precise attention to detail ▪ Monitor planned in-field actuals against roster and timesheets ▪ Excellent planning and preparation to minimise roster variation ▪ Support the onboarding and induction of team members to ensure they are well prepared
<p>Guide towards exceptional impact. We empower each other and our customers through our powerful connection to the outdoors.</p>	<ul style="list-style-type: none"> ▪ Support the process to embed experiential learning as the primary program teaching/learning framework ▪ Identify staff skills training, including venue familiarity to improve the program outcome
<p>Amplify the extraordinary. Together we focus on the positive difference we make for the future.</p>	<ul style="list-style-type: none"> ▪ Champion the work of OEG and the value of Outdoor Education internally and externally
<p>Key Accountabilities & Tasks</p>	
<p>Workforce Planning and Recruitment</p>	<ul style="list-style-type: none"> ▪ Work with Workforce Planning Manager to project the staff demand (capacity and capability) aligned to the scheduled book of work and anticipated growth ▪ Identify recruitment needs and work with People & Culture Dept. to deliver and support recruitment strategies, including delivery of recruitment & practicum opportunities to tertiary institutes. ▪ Be involved in the shortlisting, interview, selection and appointment process
<p>Induction and Onboarding</p>	<ul style="list-style-type: none"> ▪ Be the central point of contact for new team members in WA ▪ Manage the preparation of recruits towards participation in Outdoor Essential Practices (OEP) ▪ Assist new team members to ensure they have all necessary kit and pre-employment qualifications ▪ Identify individual skill gaps and training needs
<p>Rostering</p>	<ul style="list-style-type: none"> ▪ Roster all outdoor educators in line with program outlines, including operations/logistics role ▪ Rosters are EA compliant ▪ Rosters make the most efficient use of resources ▪ Skill sets match demand ▪ Roster is completed at a minimum of 4 weeks in advance ▪ Team members are communicated with to understand their roster including projected hours of work ▪ In Consultation with Client Program Managers and Course Coordinators conduct review process of any discrepancies in actual vs budgeted hours at least once per Term.
<p>Training (In close liaison with Learning & Development Manager & Client Program Manager - Training)</p>	<ul style="list-style-type: none"> ▪ Identify training needs and propose suitable solutions ▪ Coordinate RPL process ▪ In close consultation with Learning and Development establish and grow relationships with suitable external training providers and organise external courses where required ▪ Support and coordinate internal training programs

Compliance	<ul style="list-style-type: none"> ▪ Ensure compliance with all relevant legislation, in particular WHS ▪ Ensure active compliance with our Enterprise Agreement
Wellness Health & Safety	<ul style="list-style-type: none"> ▪ Role model the following of safe work procedures and instructions ▪ Take reasonable care for your own health and safety and the health and safety of other people who may be affected by your conduct ▪ Participate in meetings, training and other health, safety and environment activities, as required ▪ Not wilfully place at risk the health or safety of any person in the workplace
Individual Development	<ul style="list-style-type: none"> ▪ Drive your own individual development to help continuously build your knowledge, skills, and abilities and establish objectives that support both OEG's and your needs and goals ▪ Proactively lead and drive your own development with your direct leader
People and Performance Management	<ul style="list-style-type: none"> ▪ In conjunction with P&C support HR questions and concerns as they arise ▪ Together with P & C support the WA team with sound performance management processes
Skills and Experience	
	<ul style="list-style-type: none"> ▪ Demonstrated experience in staffing requirements to support operational delivery
	<ul style="list-style-type: none"> ▪ Demonstrated ability to support and foster positive relationships
	<ul style="list-style-type: none"> ▪ High attention to detail and organisational ability to meet deadlines
	<ul style="list-style-type: none"> ▪ Demonstrated communication skills, both interpersonal and written and the ability to provide high level support service to a diverse business.
	<ul style="list-style-type: none"> ▪ A collaborative working style, ability to work as part of a team and demonstrate a proactive approach to engaging internal and external stakeholders
	<ul style="list-style-type: none"> ▪ Displays flexibility and responsiveness and has the initiative, attitude and ability to thrive within a dynamic, challenging and changing environment
	<ul style="list-style-type: none"> ▪ Strong computer literacy, including MS word, Excel and data bases, demonstrated ability to enter and manipulate data and generate reports
	<ul style="list-style-type: none"> ▪ Proven problem solving and logistical skills relevant to replacing and assigning suitable staff with minimum disruption as required
Competencies	
Teamwork	<ul style="list-style-type: none"> ▪ Actively promotes teamwork to obtain common goals while encouraging individual contributions ▪ Willingness to share information ▪ Able to work through conflict ▪ Willingness to take responsibility for team actions
Communication	<ul style="list-style-type: none"> ▪ Communicates effectively with stakeholders ▪ Ensures stakeholders have the information they need to make decisions ▪ Clearly states what is expected from others ▪ Clearly expresses thoughts and ideas ▪ Maintains a constant flow of information
Decision Quality	<ul style="list-style-type: none"> ▪ Makes good decisions ▪ Most solutions and suggestions turn out to be correct & accurate when judged over time ▪ Sought out for advice and solutions ▪ Seeks various data points to inform business decisions

Time Management	<ul style="list-style-type: none"> ▪ Manages own time effectively ▪ Plans, organises and controls multiple responsibilities and resources to achieve objectives ▪ Develops and is accountable for work plan, and ensures that assigned tasks and responsibilities are accomplished in a timely, cost-effective manner
Learning agility	<ul style="list-style-type: none"> ▪ Able to use previous experience to guide advice/action for new situations ▪ Open to change ▪ Strong curiosity and desire to learn ▪ Willing to experiment and try different ways to find solutions
Qualifications	
<ul style="list-style-type: none"> • No specific formal qualifications required • Administrative qualification or experience desirable 	