

Role Description

Agency Coordinator

NSW Government Graduate Program

Role

To manage the day-to-day operations of the NSW Government Graduate Program within the Agency ensuring the agency fulfils all requirements of the Program and graduates' experience is actively supported.

The Agency Coordinator plays a pivotal role in managing the Program: supporting managers, mentors, executive sponsors and graduates and undertaking key administrative responsibilities. These responsibilities include:

Management and Support

- Actively supporting graduates during their placement within the Agency. Responding appropriately to issues and workplace situations as they arise, and escalating issues with the PSC as required.
- Educating and supporting managers to understand and fulfil their responsibilities to the graduate and the Program.
- Supporting the recruitment process by sourcing assessors, where possible, to participate at the virtual assessment centers.
- Managing agency commitment to the Program, the selection process and offers of employment in line with the recruitment timeline.
- Working with managers and the recruitment/HR area to onboard new graduates.
- Managing the 'keep-in-touch' strategy with the new graduates prior to commencement in February.
- Attending the Program Launch in February.
- Coordinating the ongoing role placement for successful graduates at the program end.

Governance

- Participate as an active member in the quarterly Graduate Program Steering Committee meetings by contributing to high level decisions and program evaluation.

Administration

- Identifying Mentors and Executive Sponsors for graduates and advising the PSC early December.
- Advising the PSC of the contact details for invoice arrangements for the Education component and Mentoring Program.
- Organising secondment letters for rotations.
- Providing the PSC accurate and complete graduate and manager details prior to each rotation.
- Linking managers and graduates to resources and information.
- Quality assuring the graduate's Performance & Development Plan with managers.