

# JOB ROLE STATEMENT

## GRADUATE PROGRAM CO-ORDINATOR LEVEL 4

DIRECTORATE HUMAN RESOURCES  
BRANCH PEOPLE AND CULTURE

POSITION NO VARIOUS

### KEY RESPONSIBILITIES

Co-ordinate and deliver structured programs for graduates and cadets in line with Main Roads' workforce planning needs. Provide subject matter support for the program design and implementation.

### KEY DELIVERIES

#### Graduate Program Co-ordination and Learning Support

- Co-ordinate and deliver structured programs for graduates and cadets in line with Main Roads' workforce planning needs, including:
  - end-to-end recruitment, onboarding, rotations and developmental activities and any other actions supporting program completion requirements. These duties may include but not limited to coach and mentor graduates, check their wellbeing, encourage them to engage with stakeholders as well as networking
  - liaison between graduates, cadets, branch managers, mentors and other relevant stakeholders to ensure program requirements and expectations are effectively communicated and met
  - organise training sessions and workshops, and manage logistics for program activities
  - track graduate and cadet attendance, performance milestones, completion outcomes and retention metrics

#### Program Design and Implementation

- Provide subject matter support to internal Workforce Development Consultant in designing a structured graduate training program that connects the learning to Main Roads' work practice to meet organisational and workforce capability needs.
- Implement program activities adhering to schedules and deadlines, maintain accurate records and data in HR systems ensuring smooth program delivery.
- Identify program risks and recommend improvement initiatives.
- Prepare reports on program effectiveness and outcomes.
- Respond to enquiries regarding graduate programs in a timely manner.
- Facilitate external expos for marketing Main Roads as an employer of choice that offers an exciting Graduate Program including an opportunity for a post-program placement in a variety of careers.

#### Organisational Placement

- Co-ordinate the post-program permanent placement of graduates across Main Roads operations in collaboration with Workforce Development Consultant and Human Resource Business Partners (HRBPs) who manage workplace planning requirements.
- Collaborate with the Role Review Team and HRBPs in defining Job Role Statements (JRSs) for permanently placed graduates.

#### Stakeholder Relationships

- Build and maintain trusting working relationships with graduates to facilitate their early career objectives and continuing interest in Main Roads, ongoing engagement, retention, in order to build and enhance Main Roads' capability to deliver its strategic and operational business objectives.
- Build and enhance collaborative working relationships with internal HR stakeholders, line managers, mentors, and external stakeholders, including universities, TAFE Colleges, and training providers.

### SAFETY, HEALTH AND WELLBEING (SHW)

Responsible for active participation and performance to SHW standards as detailed by the Main Roads' Safety, Health and Wellbeing (SHW) Management System - refer to "SHW Roles and Responsibilities Procedure" on 'iRoads' intranet.

### LOCATION

Main Roads is a regionalised organisation with key delivery centres operating from the Kimberley to the Great Southern regions, including the metropolitan area. The incumbent of this position may be required to undertake a role in a region for a period of time.

### DYNAMIC RESOURCING

The incumbent of the position may be required to perform any other role within the incumbent's level of skill, competence and responsibility as directed by the Managing Director of Main Roads to meet the organisation's objectives and the incumbent's development.

### REPORTING RELATIONSHIPS

This position reports to:

(A) TITLE AND LEVEL  
WORKFORCE DEVELOPMENT MANAGER

LEVEL 7

POSITION NO  
VARIOUS

## GRADUATE PROGRAM CO-ORDINATOR LEVEL 4

**POSITIONS UNDER DIRECT SUPERVISION**

List the position numbers, titles and levels of positions directly supervised

**ALL POSITIONS UNDER CONTROL**

State number of positions only

TITLE and LEVEL	POSITION No	CATEGORY Salaried, Wages	NUMBER
TOTAL			

**SELECTION CRITERIA – SHOULD BE ADDRESSED IN THE CONTEXT OF THE ROLE**

**ESSENTIAL:**


- Sound skill, knowledge and experience in:
  - co-ordinating early-career development programs in a complex organisation
  - providing subject matter support in designing and implementing early-career development programs and associated administration of recruitment, onboarding, rotations and organisation placement
  - providing support and coaching to graduates, ensuring ongoing interest, engagement and maximising retention rates for organisation
  - organising marketing and promotional events
  - building and enhancing stakeholder relationships
  - using HR systems, Microsoft Office applications and reporting tools to track and analyse data, maintain records and generate reports
- Knowledge of:
  - policies and practices on Work Health and Safety (WHS) and on EEO, diversity and equity
- Possession of a current Western Australian 'C' or 'C-A' Class (car) motor vehicle drivers' licence or an approved equivalent.

**DESIRABLE:**

- A Diploma of Human Resource Management or other relevant discipline.

**CERTIFICATION**

1. The details contained in this Job Role Statement have been reviewed and conform to Main Roads guidelines.

SIGNATURE  DATE 1/4/2006  
BRANCH/SECTION HEAD

2. The details contained in this Job Role Statement have been reviewed and conform to Main Roads guidelines. The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

SIGNATURE  DATE 1/4/26  
EXECUTIVE DIRECTOR HUMAN RESOURCES