

GLENELG AND SOUTHERN GRAMPAINS LOCAL LEARNING AND EMPLOYMENT NETWORK

POSITION DESCRIPTION

STRUCTURED WORK PLACEMENT OFFICER

Glenelg (.5)

This is a fixed term contract until the 31st December, 2019 which includes a six month probation period.

REMUNERATION

Approximately 52,000 to 63,000 per annum (pro rata based upon experience)

BACKGROUND

The Glenelg and Southern Grampians Local Learning and Employment Network (GSGLLEN) is a not for profit community organisation. Our mission is to facilitate partnerships to maximise successful learning and employment pathways for all young people in the shires of Glenelg and Southern Grampians.

POSITION OBJECTIVES

The GSGLLEN has been successful in obtaining a contract for the provision of Structured Work Place Learning from the Department of Education and Training in 2016. This contract is aimed at developing new opportunities for vulnerable students to engage in workplace learning opportunities such as Structured Workplace Learning and School Based Apprenticeships and Traineeships. The program pays particular attention to finding placements for Indigenous students, students with a disability, and students at risk of leaving education training early in addition to hard to place industries. This contract is due to finish on December 31st 2016.

REPORTING TO

The Structured Work Placement Officer reports directly to the Executive Officer.

POSITION ROLE SUMMARY

The position holder will be required to recruit business in order to assist education and training providers in meeting their students' structured workplace learning needs.

Particular focus will be place on the successful placement of vulnerable and hard to place student cohorts, including Indigenous students, students with a disability, students at risk of leaving early, in addition to hard to place industries.

GENERAL RESPONSIBILITIES

Uphold the policies and procedures of the GSGLLEN

- Work within the Glenelg and Southern Grampians Local Learning and Employment Network philosophy, objectives and procedures
- Provide direct support and liaison for specified partnerships in order to implement and evaluate the agreed objectives of the partnerships
- Complete all day to day administrative tasks and partnership records associated with supported networks and partnerships including meeting organisations, notification, agenda and minutes, reports, evaluations, press releases and media.

Networking and Knowledge Development

- Acquire and share knowledge on Structured Work place Learning both internally and externally
- Raise GSGLLEN's profile amongst schools, business and industry

Teamwork

- Support the initiatives of other LLEN staff
- Work as an active member of the GSGLLEN team

Other duties as required.

SPECIFIC RESPONSIBILITIES

The key role of the Structured Work Placement Officer is to identify and increase access to appropriate SWL placements, tailored to local priorities and employment opportunities for students undertaking VET as part of their senior secondary certificates by:

Facilitate access to appropriate SWL placements for students undergoing VET as part of their Victorian Certificate of Education (VCE) or Victorian Certificate of Applied Learning.

- Facilitate engagement between schools and employers, and support schools to work directly with employers to place students to SWL placements
- Liaise with employers and maintain information on the online portal to ensure it is current and meaningful
- Identify local needs and industry priorities for appropriate SWL placements
- Source local SWL placements for difficult to place students
- Collaborate with schools and other service providers to provide young people with holistic, integrated support to assist them to engage and reengage in education and training.

Sourcing of new work placement opportunities

- Structured workplace Learning. Further information is available at: <http://www.education.vic.gov.au/school/teachers/teachingresources/careers/work/Pages/structured-learning.aspx>
- School Based Apprenticeships and Traineeships. Further information is available at: <http://www.skills.vic.gov.au/apprentices/part-time-and-school-based-apprenticeships-and-traineeships>
- This role is not required to support work experience placements.

Information dissemination role

- Ensure all stakeholders have access to information about workplace learning requirements and opportunities. This includes working through LLENs with industry, government and non-government secondary schools and VCAL and VET providers to identify local skill needs and local student learning needs.
- Development of user friendly information and promotional material promoting SWL

Management of employer database, including

- Updating employer contacts made
- Updating and entering business details
- Listing workplace learning opportunities

- Entering local workplace learning opportunities on the Department of Education portal and updating monthly.

Liaison role

- The Structured Work Placement Officer is required to liaise with industry, secondary schools (both government and non-government) and VET and Learn Local providers to identify appropriate workplace learning placement opportunities, particularly in industry areas with strong vocational outcomes, and to facilitate and coordinate access to these placements for young people aged 15–19 years.
- Making contact with regional educators and employers. This may include Cold calling, Work place visits, School and training provider visits, and making appointments to meet with prospective employers.
- A visible contact for employers – Structured Work Placement Officer will be a consistent and visible contact for employers throughout the region
- Actively identify, investigate, plan and pilot opportunities for additional work placements

Complete internal and external reporting requirements to track activity and placements

- Meet and document the KPI's identified in the Strategic and Annual work plan

KEY SELECTION CRITERIA

- High level interpersonal and communication skills including verbal and written communication skills
- Demonstrated ability to liaise and communicate effectively over the telephone- and build partnerships with external businesses, education and training providers and agencies
- A good general understanding of a range of school based programs such as VCAL, Vocational Educational Training in Schools (VETiS), Structured work place learning, School Based Apprenticeships
- An understanding of secondary colleges in the region and knowledge of the workings of the Victorian secondary school, TAFE and training systems
- Demonstrated ability to relate to and liaise with business and industry
- Demonstrated ability to maintain a complex work role in a team environment with regular changes in work focus
- High level information and communication technology skills including the use of the Microsoft suite of applications, email and internet.

REQUISITES

A current Victorian driver's license is essential

A Police Check and Working with Children's check is required

CONDITIONS OF EMPLOYMENT

Terms and conditions of employment will be based upon the Social, Community, Home Care and Disability Services Industry Award 2010