

WIMMERA
SOUTHERN
MALLEE
LLEN



Working with the Victorian Department of Education and Training

Wimmera Southern Mallee Local Learning and Employment Network Inc

Position Description and Selection Criteria

Position Title:	Industry Engagement Coordinator
Reports to:	Executive Officer
Employment Type:	Fixed Term Contract (until 31 st December 2022 – possible extension depending on funding)
Time Fraction:	Full time (negotiable 0.6 – 1.0 EFT)
Salary Package:	\$55,000 - \$60,000 (plus superannuation)
Date Prepared:	29 November 2021

Objectives of the Position

The Wimmera Southern Mallee Local Learning and Employment Network (WSMMLLEN) is a not for profit community organisation whose mission is to facilitate partnerships to maximise successful learning and employment pathways for all young people in the Wimmera Southern Mallee region of Victoria (Hindmarsh, Horsham, West Wimmera and Yarriambiack shires).

We are looking for a confident, well organised 'people person' with strong communication skills. This position entails meeting with, and engaging, schools, training providers, community organisations and local businesses to improve education and life outcomes of the region's young people.

This purpose of the role is to support the delivery of LLEN programs including, but not limited to:

- Structured Workplace Learning (SWL) program
- School-industry engagement projects

The WSMMLLEN is funded by the Victorian Government through the Department of Education and Training. The WSMMLLEN brokers sustainable partnerships to build stronger school-industry relationships. Our work includes organising:

- work placements for secondary school students with local employers (structured workplace learning & work experience)
- workplace visits and industry tours
- mock interviews and work-readiness preparation

- guest speakers and presenters from industry
- school based apprenticeships and traineeships (SBATS)

The SWL program aims to increase the numbers of young people undertaking workplace learning placements in places of employment, increase the alignment between vocational education and training (VET) provision and local industry needs and increase the number of Koorie young people undertaking workplace learning placements.

Duties include, but are not limited to:

1. Engaging with local employers and promoting the benefits of student work placements
2. Working with local business to create work placements for secondary students
3. Support the delivery of the SWL program to expand the number of quality placements available to young people in the region
4. Influence and support local stakeholders to ensure young people in the region have access to rewarding learning and employment pathways
5. Keeping the SWL online portal up to date, with details of employers, student work placements and school - industry engagement events
6. Work with LLEN team members to deliver school – industry engagement activities
7. Liaise with, and strengthen relationships between, all stakeholders and particularly between education and industry
8. Ensure all data collected is maintained in accordance with relevant policy and procedures and confidentiality compliance
9. Other duties as required to adapt to a changing environment

Key Selection Criteria

The successful applicant must be able to demonstrate:

1. Highly developed interpersonal and communication skills
2. Ability to plan, schedule and lead the development of networks, projects and initiatives
3. Strong organisational skills and an ability to complete tasks on time
4. Knowledge of the education and training systems in Victoria and an understanding of employers, skill shortages, industry and training needs within the Wimmera Southern Mallee LLEN geographical region
5. Ability to influence and inspire people to become involved in initiatives that improve outcomes for young people
6. Highly developed competence in report writing
7. Previous experience working in education, training, youth, sales, community or business roles
8. Highly developed computer skills in Word, Excel, PowerPoint, email, and databases

A qualification in youth work, education, training or career development is preferred but not essential. A relevant tertiary qualification, sales or industry experience will be highly regarded

Other relevant information

- a current driver's licence is essential
- a Police Check and Working with Children Check will be required
- proof of COVID-19 double vaccination will be required
- the position will be based in Horsham with travel throughout the region as required in the day to day performance of duties
- Wimmera Southern Mallee LLEN is an Equal Opportunity Employer
- Wimmera Southern Mallee LLEN offices and vehicles are smoke free environments
- the employee will work an average of 38 hours per week, Monday to Friday, usually between the hours of 8.30 am and 5.00 pm (or pro rata for part time positions)
- hours of work will be flexible to meet specific circumstances and to best perform the required duties and which may, on occasions, include evenings
- Probationary period – 3 months

APPLICATION DETAILS

The Committee reserves the right to make no appointment

To apply for this position please address the selection criteria, provide a covering letter, a copy of your resume and contact details of three referees. Applications in hard copy or electronic form should be sent to:

Tim Shaw
Executive Officer
Confidential – Industry Engagement position
Wimmera Southern Mallee LLEN
PO Box 841
Horsham 3402

All enquiries to Tim Shaw
Email: eo@llen.com.au Mob: 0427 810 122

Closing Date for Applications – 5 pm Tuesday 14 December 2021