



JOB DESCRIPTION

Job Title:	Partnership Broker /Industry Engagement Officer	
Responsible to:	Executive Officer of Baw Baw Latrobe LLEN	
Date:	10 th February 2021	
Salary Range:	\$67000 - \$75000 negotiable according to skills and experiences	
Time Fraction:	1.0	
Term of Employment:	To 31 December 2021 (known funding period) with 3 month probationary period)	
Contact:	Lisa Price	Phone Number: 0417 282 596

BACKGROUND

Baw Baw Latrobe LLEN is an integrated, effective education, training and employment network established to improve the retention of young people in education and to address disadvantage. BBLLEN creates and supports collaborative partnerships between schools, local businesses and industry, community organisations and government departments to support vulnerable young people. BBLLEN supports the learning and employment needs of young people in Baw Baw Shire and Latrobe City.

The State Government has established Local Learning and Employment Networks to develop improved pathways for young people in their transition from schools to post school life. LLEN's develop partnerships and links with industry schools and community which provide increased participation by young people in training and employment and improved access to the skills needs of industry.

The purpose of the LLEN is to guide our communities to positively connect and support young people to become effective members of community and to improve education and transition outcomes for all young people by facilitating stakeholder engagement, building community capacity and driving the Government's education reform and social inclusion agendas.

OBJECTIVES OF THE POSITION

The Partnership Broker/Industry Engagement Officer will work within the region to build strategic and sustainable partnerships between key stakeholders. Partnerships should deliver mutual benefits that make the relationship viable in the long term and support young people to reach their potential and make a successful transition through school to further education or training and work.

Key stakeholders that the Partnership Brokers will be required to work with are:

1. Schools, Registered Training Organisations (RTO's) and Universities
2. Business and industry
3. Youth focused organisations/Agencies
4. Parents and families
5. Community groups.

Information about Baw Baw Latrobe LLEN may be found at www.bawbawlatrobellen.com.au

KEY ACCOUNTABILITIES

The Partnership Broker / Industry Engagement Officer will be expected to undertake the following duties;

1. Broker sustainable partnerships between key stakeholders at the local level, and where appropriate, the state and national levels to improve education and transition outcomes for all young people
2. Establish and maintain partnerships between industry, schools and the LLEN which provide improved access to the workplace and training for young people.
3. Liaise with secondary schools and other education providers in the LLEN region to establish clear understanding of the SWL initiative and the roles of all stakeholders.
4. Establish strong relationships with industry to identify appropriate school industry engagement strategies including industry visits, workplace learning placement opportunities and to support employers in facilitating placement opportunity listed on the SWL portal.
5. Influence and support the capacity building of local stakeholders to ensure young people in the region have access to rewarding learning and employment pathways. Build awareness, education and engagement around local skill needs and emerging career opportunities.
6. Ensure that KPIs in the Common Funding Agreements are achieved and deadlines are met.
7. In consultation with other staff and the CEO assist in the preparation of reports, communications, strategic and implementation plans.
8. To undertake duties as reasonably directed by the Executive Officer of the BBLLEN

KEY SELECTION CRITERIA

Qualifications:

Essential Requirements

1. Knowledge of the VET and VCAL sector in relation to school students including SWL, SBAT and senior secondary qualifications
2. Knowledge of local and regional industry skills needs and an understanding of relevant industry career pathways for young people.
3. Demonstrated experience in understanding young people, their issues and the needs of schools, employers and industry.
4. Evidence of coordination and organisational skills to be able to deal with a diverse stakeholder group.
5. Highly developed interpersonal and communication skills with a proven ability to establish and maintain positive professional relationships and collaborative partnerships.
6. Demonstrated project management skills.
7. A demonstrated capacity to work independently and in a small team environment and to meet targets and deadlines.
8. Current Driver's Licence.
9. Submit to a mandatory police check and/or Working with Children check.

Desirable Attributes

Experience in career counselling and employment transition programs and attaining qualifications in career education would be advantageous.

Details

Hours of Work

A minimum of 38 hours per week, this may include meetings and functions outside of normal working hours as well as other commitments necessary to fulfill the duties of the position.

Leave Entitlements

- Annual Leave – 20 days per year accrued on a monthly basis
- Sick Leave – up to 15 days per year, cumulative and accrued on a monthly basis
- Public Holidays – as gazetted by the Victorian State Government

In your application, you should provide statements addressing all the Key Selection Criteria specified in the job description. You should also provide a resume of your work history, and list three referees.

Applications addressing the key selection criteria should be forwarded to:

Lisa Price
Executive Officer
By email on lisaprice@bblllen.org.au

Applications close at COB on 26th February 2021