



## Project Officer – Industry and School Engagement Focus

### Position Description

#### POSITION DETAILS

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<b>Position Title:</b>	Project Officer – Industry and School Engagement Focus
<b>Time Fraction:</b>	30.4 hours per week (4 days)
<b>Salary:</b>	\$50,000 to \$60,000 plus 9.5% superannuation pro rata
<b>Responsible to:</b>	Executive Officer of BNLLEN
<b>Tenure:</b>	May 2018 until 31 December 2019
<b>Probationary Period:</b>	A probationary period of six months will apply to new staff.
<b>Location:</b>	BNLLEN Office Building A Melbourne Polytechnic Civic Drive, Greensborough, 3088
<b>Employment subject to:</b>	A current Working with Children Check A current Victorian Driver’s Licence

# Banyule Nillumbik Local Learning and Employment Network

The Banyule Nillumbik Local Learning and Employment Network (BNLLEN) is a not for profit incorporated association encompassing the local government areas of Banyule and Nillumbik located in the northern metropolitan area of Melbourne.

The BNLLEN is one of 31 LLENs across Victoria who work with key stakeholders at the local community level to improve educational, training and employment outcomes for young people.

As of January 2016, the BNLLEN is contracted to:

- Broker sustainable partnerships that support schools to identify young people that are at risk of disengaging from education prior to completing a Year 12 or vocational equivalent.
- Broker sustainable partnerships that support schools to identify and provide the support, education options and pathways to enable those young people to remain in education.
- Broker sustainable partnerships that support the broader community to identify young people who have disengaged from education prior to achieving Year 12 or a vocational equivalent.
- Broker sustainable partnerships that support the broader community to provide support, educational options and pathways to enable those young people to re-engage and remain in education.

The BNLLEN coordinates a variety of programs aimed at achieving these goals, such as the Structured Workplace Learning Program, the Working Community Program and the L2P Learner Driver Mentor Program.

Our **Vision** is to create a “**seamless education, training and employment system for young people, which is inclusive, responsive and innovative**”.

## **Structured Workplace Learning (SWL) Program**

The SWL contract will continue to work with education and training providers and business and industry to establish workplace learning opportunities which meet the needs of local industry and student interest.

These placement opportunities will take the form of:

- Structured Workplace Learning opportunities, and
- School-based Apprenticeships and Traineeships.

The State Government has developed a State-wide Portal which allows for online searching and allocation of placement opportunities.

# **BNLLEN Project Officer - Role Summary**

## **Key Accountabilities**

The successful applicant will be responsible for, but not limited to, the following Key Accountabilities:

### **Structured Workplace Learning Program:**

- Liaise with secondary schools to identify appropriate structured workplace learning placement needs and SBATs for senior secondary students to ensure the KPI's in the Common Funding Agreement are achieved and deadlines are met.
- Establish, develop and maintain relationships with employers in the Banyule and Nillumbik area to source appropriate structured workplace learning placements and SBATs.
- Prepare information regarding structured workplace learning placements and ensure the information remains current on the state-wide SWL portal. (*Training will be provided in the use of the portal <http://www.workplacements.education.vic.gov.au/>*)
- Build a strong rapport and linkages between secondary schools, employers and community organisations to support quality placements and partnership activity.
- Effectively manage relationships with schools to inform the placement of students, train teachers in the use of the government portal and act as liaison between employers and the school.
- Work independently with a proactive approach to develop strategies to ensure the SWL Service Contract KPIs are met within the contractual timeframe.

### **LLEN**

- Contribute to the LLEN by collaborating with team members, working professionally, performing with integrity and operating in accordance with the Banyule Nillumbik LLEN's policies and procedures.
- Contribute to the strategies and initiatives of the LLEN to build capacity and increase stakeholder and community awareness of local youth issues.
- Contribute to existing LLEN partnerships and identify potential new partnerships that support the LLEN program goals.

### **Other**

- Provide regular reports to the EO to assist in the development of strategic plans, work plans, evaluations and other key documents as directed.
- Ensure all data collected is maintained in accordance with relevant policy and procedures and confidentiality compliance.
- Participate in appropriate committees, working parties, networks and other groups and attend the occasional out of hours function, forum or event.
- Facilitate quality workshops, meetings and presentations for a range of audiences.
- Other responsibilities in response to a changing environment.

## Key Selection Criteria

- High level interpersonal and communication skills and an ability to establish and maintain effective stakeholder relationships. This includes:
  - demonstrated ability to liaise and communicate effectively over the telephone and in person
  - demonstrated experience in the preparation of written communication to a high standard, including briefs, letters, emails, plans, reports, case studies, meeting documents etc.
  - demonstrated ability to facilitate workshops, meetings and presentations for a range of audiences
- A good general understanding of a range of school-based transition programs such as VCAL, Vocational and Educational Training in Schools, Structured Workplace Learning, Work Experience and School Based Apprenticeships and Traineeships.
- An understanding of secondary schools in the region and knowledge of the workings of the Victorian secondary school, TAFE and training systems.
- An understanding of the issues and needs of vulnerable young people and relevant strategies to support their retention and re-engagement.
- An understanding of employer needs, employment opportunities and trends in the local labour market within the Banyule Nillumbik LLEN area.
- Demonstrated ability to establish and maintain effective relationships with a range of stakeholders from community, business, industry, government and education sectors to achieve the outcome targets.
- Demonstrated ability to maintain a complex work role, both independently, and in a team environment with regular changes in work focus.
- High level Information and Communication Technology skills, including use of the Microsoft Office suite, email and internet.

## Key Performance Measures

- Meet established and agreed KPIs
- Proactive relationship development with local businesses
- Successful uptake of students in new work placement opportunities via online portal
- Contribution to the overall goals and objectives of the Banyule Nillumbik LLEN

## Application Process

Applicants are requested to submit their application addressing the key selection criteria, a cover letter, current resume and contact details of three referees to:

**Nadia Hollins**

**Banyule Nillumbik LLEN**

PO Box 259

GREENSBOROUGH VIC 3088

**OR** email to [nadia@bnllen.org.au](mailto:nadia@bnllen.org.au)