

POSITION DESCRIPTION

Organisation:	Northern Mallee Local Learning and Employment Network - 'Northern Mallee LLEN'
Employment Title:	Northern Mallee VET Cluster Coordinator
Reports to:	Northern Mallee LLEN Executive Officer
Employment:	Part Time Fixed Term Employment Contract – 12 months with possible extension
Contract Duration:	28 October 2024 to 28 October 2025
Time Fraction:	0.8 EFT (30.4 hours per week with flexible hours)
Salary:	To be negotiated dependent on experience and qualifications.

About Northern Mallee Local Learning and Employment Network Inc.

Northern Mallee LLEN is a not-for-profit organisation that works closely with schools, students, and industry to identify gaps in education and training, provide advice on local and state-wide policy issues at both the strategic and operational level and broker cross sector partnerships to better support young people. Funded by the State Government, Northern Mallee LLEN is one of the 31 LLENs across Victoria that were established in 2001 with the objective of improving career pathways for young people. The Northern Mallee LLEN

Brokers strategic partnerships with stakeholder groups, to improve outcomes in education, training and employment for young people.

Northern Mallee VET Cluster Vision

That all students in the Cluster have access to the core offering of VDSS, including options with the most appropriate provider.

The Northern Mallee VET Cluster operates using a two-tiered governance model that acts in accordance with the Cluster Governance Terms of Reference. The Terms of Reference detail the specific purpose, responsibilities, membership, and meeting schedule of these groups. This model is comprised of a:

- Cluster Governance Group, which is the Cluster's ultimate decision-making body and is responsible for determining the Cluster's strategic direction.
- Cluster Operations Group, responsible for implementing the Cluster's operational functions and which can escalate matters to the Cluster Governance Group for decision.

The Cluster's goals are to:

- Establish a shared vision for ensuring students have access to high-quality Vocational Education and Training Delivered to Secondary Students - 'VDSS'.
- Support collaboration between stakeholders and across school sectors.
- Facilitate shared provision of VDSS between member schools.
- Coordinate delivery access to VDSS.
- Streamline the administrative requirements of VDSS for member schools.
- Address access barriers to VDSS.
- Work strategically to respond to student demand and place-based needs to increase access/offering.
- Facilitate improved practice in the coordination and delivery of VDSS.

Proudly Supported by

The Position Roles and Responsibilities

The VET Cluster Coordinator is responsible for delivering critical management functions to support the implementation of the Department's VET Cluster framework, which includes strategic planning and the VDSS lifecycle. Oversight and management of the Cluster Coordinator will sit with the LLEN's Executive Officer. Strategic direction will be provided by the Cluster's Governance Group. The Cluster Coordinator will manage the day-to-day activities and operations of the VET Cluster, including:

Cluster Operations

- Coordinating the daily operations of the Northern Mallee VET Cluster.
- Identifying and leading the planning and development of new programs, products, and services to increase opportunities for young people in the Cluster.
- Monitoring and evaluating Cluster performance, including leading Cluster self-audits to identify the operational and strategic functions requiring improvement and designing strategies to address these.
- Supporting school-based VET Coordinators, including building capabilities through identifying and organising professional development.
- Managing appropriate software solutions to:
 - Facilitate the application and enrolment process.
 - Engage in identifying trends in enrolments and planning to address potential access and provision gaps based on this.
- Organising Cluster activities such as orientation programs and awards nights.
- Planning and managing the transport logistics of student movement between the schools and providers.
- Facilitating the application, enrolment, attendance, reports systems and process between schools and providers.

Implementation of the VET Cluster Framework and VDSS Lifecycle

- Implementing the Department's VET Cluster Framework.
- Aligning Cluster application and enrolment processes with the VDSS lifecycle.
- With guidance from the Cluster Governance Group and in collaboration with the Area-Based Pathways Workforce, leading the annual strategic planning process, including drafting of the strategic plan.
- Coordinating meetings of Cluster governance and operations groups, including:
 - Developing agendas and taking and distributing minutes.
 - Organising the venue and catering.

Stakeholder Engagement

- Acting as the central point of contact between stakeholders.
- Responding to communications from stakeholders and team members in a timely and professional manner.
- Developing and maintaining strong relationships with the following stakeholders:
 - Area-based pathways workforce.
 - Northern Mallee LLEN.
 - All Cluster schools.
 - Head Start.
 - TAFE(s).

Proudly Supported by

- Private RTOs that service the Cluster.
 - Victorian Skills Authority.
 - Local employers and industry.
-
- Identifying and developing relationships with new stakeholders that will benefit the Cluster's objectives and goals.
 - Ability to prepare, coordinate and deliver vocational education training research, presentations, and activities to stakeholder groups.
 - Collaborate with stakeholders to analyse and report on vocational education training barriers to meet the needs across the region.

Other Roles and Responsibilities

- Collaborate with the Northern Mallee LLEN core activities and staff in project alignment with the VET Cluster Schools.
- Other duties as requested by the Executive Officer.

Communications, Marketing and Documentation

Collaborate with the Northern Mallee LLEN Marketing officer to:

- Develop Cluster communications products, including promotion and information through the facilitation, production and distribution of publications.
- Develop, implement and review the marketing and communication strategies consistent with its Strategic Plan and organisational guidelines.
- Prepare and distribute information via its social media platform (e-newsletters, Facebook, Instagram and LinkedIn).
- In conjunction with the Executive Officer NMLLEN, liaise with local media, assist the stakeholders with the preparation and issuing of media releases.
- Arrange insertion of advertisements and public notices, coordinate media interviews.
- Coordinate and facilitate photography and images for publications and maintain image library.

Skills, Qualification and Experience

The VET Cluster Coordinator must be able to demonstrate the following Skills and Experience to be successful in the role:

Skills

- High level of interpersonal and communication skills for the position.
- Ability to work as a member of a small team and independently with a positive outlook, strong work ethics and problem-solving ability.
- Outstanding knowledge and understanding of Vocational Education and Training Delivered to Secondary Students.
- Ability to prepare high level written reports and present findings.
- Well-developed organisational and computer skills with a sound knowledge of Microsoft Office including word, excel, PowerPoint, email, Outlook, Teams Meetings as well as other use of online videoconferencing platforms including Zoom.
- Demonstrated ability to quickly learn relevant computer software packages.
- An understanding, knowledge, and experience in working with all nominated stakeholders.

Proudly Supported by

- Contribute to building the capacity to develop partnerships between schools, training providers and industry that increase vocational education training pathways.
- Ability to meet program outcome targets, including deadlines by prioritising tasks.
- Ability to maintain privacy and confidentiality when working with sensitive information.
- Affinity with non-profit organisations and respect for their philosophy and values.
- Demonstrated commitment to continual professional and personal development.

Experience

A minimum of three years' experience in business, education, training, career development or a related discipline.

Qualification

A Tertiary, Diploma or Certificate IV level qualification in business, education, training, career development or a related discipline with relevant vocational industry experience is required.

Entitlements

Employee entitlements are outlined in the Fixed Term Contract of Employment.

Conditions of Employment

- Have and maintain a current Australian Drivers Licence for duration of employment
- A National Police Check is required with updates as instructed by the Executive Officer.
- A Working with Children Check, Employee status is required and to be maintained during employment.
- Participate annually in the performance appraisal process to establish performance objectives and KPI's ongoing.
- Company use of organisation vehicle as needed – adhering to the conditions and requirements of the Motor Vehicles (Use of Company Vehicle) Operating Procedure.
- Work across multiple worksites as required.
- Apply WHS legislation and organisational requirements to create and manage a safe work environment.
- The employment probation period will be three months from the commencement date.

Proudly Supported by