

POSITION DESCRIPTION

Organisation:	Northern Mallee Local Learning and Employment Network
Project Title:	School to Work Project Officer
Reports to:	Executive Officer
Employment:	Fixed Term: Until 31 December 2025
Time Fraction:	0.8 EFT (30.8) hours per week)
Salary:	As outlined in the employee's Contract of Employment

About Northern Mallee Local Learning and Employment Network Inc. (NMLLEN)

The Northern Mallee LLEN is part of a network of 31 LLEN's across Victoria established in 2001 arising from recommendations of the Kirby Report. LLEN's were established as not-for-profit, community based incorporated associations to identify gaps in education and training, provide advice on local and state-wide policy issues, and broker cross-sector partnerships.

Northern Mallee LLEN Mission

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

The Position

To broker sustainable partnerships with industry that increase the rate of secondary school age students who are engaged in education or training and or undertake workplace learning opportunities. This contributes to the overall aim of increasing the proportion of young people who remain in education and training to complete their secondary school certificate or equivalent.

- Identify ways to increase levels of engagement with industry to support secondary schools with access to quality work-based learning opportunities that meet the needs of local students and industry.
- Perform project management and support activities to contribute to the development and delivery of a range of projects in line with established objectives.
- Provide vital support to a project by monitoring deadlines for each project task and closely monitor the project schedule. Work with team members to reach the project target.

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Role and Responsibilities of the Position

- 1.1 Broker partnerships with industry, schools, community, and other stakeholders that connect young people to initiatives that meet their needs and improve their prospects of engaging in education, training, or employment.
- 1.2 Assist in the development and administration of NMLLEN focussed programs.
- 1.3 In collaboration with others, design and conduct courses and programs as guided by the NMLLEN Strategic Plan.
- 1.4 Collaborate with others to:
 - evaluate course and program effectiveness and relevance.
 - monitor and review programs.
 - monitor, report and advise on program outcomes
 - write reports and assist in the preparation of funding proposals.
 - liaise with and market to employers, industry and the community.
 - participate in co-ordination activities with other agencies.
 - refer clients to appropriate agencies and programs; and
 - carry out student placement activities.
- 1.5 Participate in relevant NMLLEN activities and other partnerships and networks, meetings, and events as required.
- 1.6 Contribute to NMLLEN activities, events, reports and communications as appropriate to the role, e.g. NMLLEN e-newsletter, social media, newspaper articles, reports, contract reporting and internal reporting.
- 1.6 Contribute to the Senior Secondary Pathways Reforms as required.
- 1.7 Contribute to the implementation of the NMLLEN Strategic Plan / Work Plan.
- 1.8 Actively promote Northern Mallee LLEN in the community
- 1.9 Report on School to Work Program outcomes in line with DET School to Work Program Portal reporting requirements.
- 1.10 Facilitate industry visits, guest speakers, presentations, careers events and job readiness activities that involve industry.
- 1.11 Contribute to the development of NMLLEN Policies and Procedures.
- 1.12 Other duties as requested by the Executive Officer.

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2. Selection Criteria

- 2.1 Knowledge of applied learning, vocational education & training, employment, and transition relating to youth and secondary age students in the NMLLEN region.
- 2.3 Thorough understanding, knowledge, and experience in working with local employers that will contribute to building NMLLEN's capacity to develop partnerships between schools and industry.
- 2.4 Demonstrated ability to meet outcome targets.
- 2.5 Demonstrated highly developed communication and interpersonal skills, initiative, negotiation skills, problem solving skills and credibility.
- 2.6 Demonstrated capacity to work effectively in a small team environment and to work independently when required in meeting organisational objectives.
- 2.7 Ability to prepare and deliver small group presentations.
- 2.8 Skills and capacity to conduct surveys, analyse and interpret data and communicate findings.
- 2.9 Demonstrated high level written and computer skills including the use of Microsoft Office suite of applications. Skills in the use of online survey tools e.g., Survey Monkey and use of online videoconferencing platforms.

3. Contract Duration

The term of the employment contract is until 31 December 2025.

4. Other Conditions

- 4.1 The successful applicant will be required to undertake a National Police Check and Working with Children check.
- 4.2 Attendance at meetings held outside normal business hours will be required from time to time.
- 4.3 Occasional travel will be required which may include overnight stays.
- 4.4 A probation period of three months applies to this position.
- 4.5 Tertiary or vocational qualification in education, training, career development or a related discipline with relevant industry experience.

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