

National Disability Coordination Officer (NDCO) – Eastern Region

The Inner Melbourne VET Cluster Inc (IMVC) is a not for profit incorporated association, originally established to broker vocational programs for secondary schools in the Inner Melbourne region. As a key driver of vocational education, the IMVC has generated a high level of co-operation and trust, leading to well-developed collegial working relationships amongst schools in five local government areas.

In recent years, the IMVC's service capacity has grown to include providing career development services and re-engagement programs, to connect young people with career information so that they can make informed choices about their future career direction. The IMVC has a wealth of experience in the provision of transition services. Through a client centred approach the IMVC combines personal and skills development, with practical experience and assistance, to enable young people to make individual, tailored transitions towards social and economic independence, engaging them in education, further training or employment.

The IMVC is also a registered training organisation, delivering Hospitality, Salon Assistant, Retail Cosmetics, and Screen and Media training programs in accordance with the Australian Quality Training Framework/VRQA standards.

IMVC Vision:

“Linking the energy and potential of young and marginalised people with industry, government and community”

Position Title:	NDCO – Eastern Region
Employment Type:	1.0 EFT
Responsible to:	Executive Officer
Location:	South Melbourne
Salary:	\$85,000 to \$90,000
Employee Allowances:	Travel allowances are available
Personal Leave	10 days a year pro rata
Annual Leave:	20 days a year pro rata

This position is for a contract period ending June 2022. Appointment will be made subject to three months' probation (new employees only), periodic performance reviews, successful police background check and Working With Children Check. Applicant is required to have a valid Victorian Driver's Licence. Superannuation will be paid by the IMVC at the prescribed rate as specified within the Superannuation Act.

Job Summary

The IMVC is the host provider for the National Disability Coordination Officer (NDCO) Program in Region 11 (Inner City and Northern Metropolitan Melbourne) and Region 13 (Eastern Metropolitan Melbourne) for the Department of Education & Training (DET). The NDCO Program targets the barriers that people with disability face in successfully accessing and completing post-school education and training and subsequent employment.

The NDCO will work cross-sectorially and apply a whole of government and whole of community approach to harness existing resources to achieve outcomes. The NDCO will be expected to assist in building effective, collaborative relationships with stakeholders who operate across the school to

work continuum in order to identify local barriers and develop collaborative responses to local needs within the NDCO Regions to influence systemic change.

Stakeholders include: secondary schools; tertiary education institutions; employment agencies; employer groups and peak bodies; disability services and community agencies; mainstream government programs that operate in the education, training and employment sectors; agencies working with Aboriginal and Torres Strait Islander people; and people from culturally and linguistically diverse (CALD) backgrounds.

The NDCO should have strong research communication skills and be able to advocate for people with disability.

Reporting Relationships

The NDCO will report directly to the Executive Officer.

NDCO Program Objectives and Outcomes

The NDCO will actively contribute to achieving NDCO program objectives and outcomes. The current key objectives for the program include:

- Improved linkages between schools, tertiary education providers, employment service providers and providers of disability programs and assistance at all government levels;
- Improved transitions for people with disability between school/community and tertiary education, and then to subsequent employment; and
- Improved participation by people with disability in tertiary education and subsequent employment.

The current NDCO program outcomes include:

- Services that facilitate transitions and participation in tertiary education and subsequent employment for people with disability are coordinated
- Local networks collaborate to identify and overcome barriers in transitions and participation in tertiary education and subsequent employment for people with disability
- Stakeholders have the knowledge and capability to support transitions and participation in tertiary education and subsequent employment for people with disability; and
- People with disability make decisions about their education and employment based on an improved knowledge of their rights and entitlements, supports available, educational options and pathways to employment.

The above objectives and outcomes are subject to change based on the new NDCO Program Guidelines, issued by DET.

Key Responsibilities and Accountabilities

Strategic Coordination

- Assist to provide strategic direction for the Eastern Metropolitan Melbourne region. The candidate should have strong analytical skills and strategy planning skills to make key decisions on project objectives.
- Maintain sustainable networks, and strengthen links with and between all key stakeholders (working in the education, employment, community and disability support sectors) to facilitate improved transitions and participation in tertiary education and subsequent employment for people with disability

- Support existing networks to incorporate a disability focus, address key issues and effect change to facilitate improved transitions and participation in tertiary education and subsequent employment for people with disability
- Assist to improve knowledge among stakeholders about opportunities for collaboration and coordination between programs and stakeholders, to facilitate better transitions and participation between school/community, tertiary education and subsequent employment for people with disability
- Link and collaborate with NDCOs at the regional, state and national level, particularly with NDCOs in the adjacent regions
- Assist with reporting and monitoring requirements (i.e. Environmental Analysis, Strategic Plan, Work Plan, Annual Report, Final Report);
- Adhere to all NDCO Program Guidelines and Funding Agreements;
- Ensure compliance required by Government legislation and contractual obligations and company policies and procedures;
- Any other duties as assigned by the Executive Team of the IMVC

Local Network Collaboration

- Collaborate with local stakeholders across all relevant sectors, to identify systemic barriers and service gaps to transitions and participation in tertiary education and subsequent employment for people with disability;
- Facilitate projects in collaboration with local stakeholders across the relevant sectors to overcome identified systemic barriers/issues to transitions and participation in tertiary education and subsequent employment for people with disability;
- Provide advice to the Department and relevant stakeholders about barriers and solutions to transitions and participation in tertiary education and subsequent employment for people with disability.

Stakeholder Engagement

- Assist in building the capability of education and training providers, to better support their students or prospective students with disability transition and participate in tertiary education
- Assist in building the capability of employment service providers and employment organisations to better support people with disability to obtain and maintain suitable employment
- Improve stakeholder knowledge about disability programs and the supports available to enable people with disability to better participate in education and subsequent employment
- Cultivate communities of practice which encourage shared learnings, goals and collaboration to improve transitions and participation in tertiary education and subsequent employment for people with disability
- Educate and raise aspirations about education and employment possibilities among the education, training, employment and community sectors
- Develop inclusive strategies which are reflective of the regional demographics, such as: Aboriginal and Torres Strait Islander people with disability; and people with disability from a culturally and linguistically diverse (CALD) background

Business Development

- Identify enhancements to current NDCO operations and assist to develop funding submissions to achieve these

- Identify evidence based new program areas, for development based on clearly articulated and identified community need, that are aligned to the IMVC strategic and business plans and develop significant funding proposals for these
- Review internal and external environments to identify opportunities for partnerships and further collaboration
- Provide advice and support to the Executive Team in the development of specific marketing and development plans in relation to disability program growth
- Liaise with internal IMVC teams and clients to identify priority programs and initiatives
- Participate in network meetings and liaise with peak bodies to identify trends, resources, developments and opportunities in the sector

Qualifications and Experience

- A tertiary qualification is essential
- Employment history in the disability, education or employment sectors

Key Selection Criteria

- Demonstrate strong skills in strategy planning and analytical competencies to make strategic decisions on project focus areas and deliver outcomes for people with disability;
- Be self-motivated with experience in establishing and maintaining stakeholder networks in the disability, education or employment sectors;
- Demonstrated ability to coordinate the flow of information across a broad range of sectors;
- Have knowledge of the challenges facing people with disability in the higher education, training and employment sectors and previous experience working with stakeholders in these sectors;
- Have the ability to develop and implement projects and programs in collaboration with key stakeholders that address barriers and build capacity in the sector;
- Proven ability to work independently and within a team environment;
- Strong personal values, excellent interpersonal and communication skills;
- Excellent research and report writing skills;
- Demonstrated effective time management and organisational skills;
- Resourcefulness and capable of strategic thinking;
- Must be able to demonstrate an understanding of appropriate behaviours when engaging with children, and of children with diverse needs and/or backgrounds.