

# Industry Engagement Officer Position Description

## The Inner Melbourne VET Cluster

The Inner Melbourne VET Cluster (IMVC) is a progressive not-for-profit organisation that has been providing vocational education and training programs, and employment services for young people experiencing disadvantage for over 20 years. Our purpose is to develop the confidence, education, and employability skills of young people to ultimately transition into work and independence.

The IMVC focuses on service delivery in various regions across metropolitan Melbourne, with current contracts in the west, Melbourne CBD, inner south-east and north. We are well respected in the education sector, government, industry and the broader community often working collaboratively with other agencies to achieve positive and sustainable transitions for our stakeholders.

The IMVC delivers a diverse suite of education and employment programs and services and, as such, we can provide our stakeholders with a holistic approach to the development of skills and capabilities to:

- Learn – participate in education and training
- Work – participate in employment, unpaid or voluntary work and
- Engage – connect with people and community

Our programs include:

- Accredited and Pre-accredited training
- Work Readiness and Re-engagement programs
- Coordination of VET delivered in Secondary Schools
- Workplace Learning and Industry immersion
- Case Management services
- Career and Transition initiatives
- National Disability Coordination

### **IMVC Vision:**

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

<b>Position Title:</b>	Industry Engagement Officer
<b>Time Fraction:</b>	1.0 EFT
<b>Responsible to:</b>	Youth and Employment Services Manager
<b>Location:</b>	South Melbourne
<b>Employee Allowances:</b>	Travel Allowance and Mobile phone
<b>Motor Vehicle:</b>	Applicant is required to have driver’s license and own insured vehicle
<b>Sick Leave:</b>	10 days a year
<b>Holiday Leave:</b>	20 days a year

The position is for a contract period ending 31 December 2021 with the opportunity to extend this, subject to the continued availability of funding. Appointment will be made subject to three months' probation, periodic performance reviews, ongoing funding and clearance from a police background check with regard to working with young people. Superannuation will be paid by the IMVC at the prescribed rate as specified within the Superannuation Act.

## Job Summary

This is a new role within the IMVC.

By creating stronger relationships with industry, the Industry Engagement Officer will provide opportunities for IMVC participants and students to engage with industry through:

- Paid employment placements
- Internships
- Work experience/ work placement
- Industry immersion activities

The role will focus on developing and expanding strategic partnerships with employers, industry groups and peak bodies in identified employment regions.

## Job Objectives

- Increase the number of employers engaged with the IMVC to provide opportunities for young people to gain exposure to industry through paid employment, work placement and industry immersion
- Increase the number of employers offering suitable vacancies to participants especially in industries that provide strong vocational outcomes
- Network with peak industry bodies; trader associations; ASN's and GTO's to maintain awareness of industry trends and employer need
- Respond to emerging business development opportunities by activating employers to co-design innovative employment programs
- Work collaboratively across the IMVC to contribute to the achievement of the IMVC strategic plan

## Reporting Relationships

The Industry Engagement Officer will report to the Youth and Employment Services Manager to ensure that project deliverables and IMVC annual business targets are met.

## Key Accountabilities

1. **A liaison role** with industry to identify appropriate employment vacancies, workplace learning opportunities and opportunities for industry immersion particularly in sectors with strong vocational outcomes or in areas of skills shortage. Facilitate and coordinate access to these opportunities by IMVC students and participants.

2. **An employment generation role** through expanding the number of quality employment vacancies available to young people and marginalised cohorts, and converting vacancies to sustainable placements.
3. **A capacity building role** to ensure all industry and employment stakeholders have access to information about IMVC. This includes working with industry, peak employer bodies, traders associations, local government and apprenticeship/traineeship providers, to identify local needs and co-design work readiness and career decision making workshops.
4. **An advisory role**, accessing and interpreting labour market and industry trend data and using it to inform participants about sustainable employment opportunities.

## **Key Responsibilities**

### **1. Building key employer relationships**

- Establish and maintain strategic relationships with employers, peak bodies and industry groups
- Identify business development opportunities including opportunities to co-design and deliver employment programs in partnership with industry
- Increase the number of employers offering work placements and internships especially in industries that provide strong vocational outcomes for young people
- Actively engaging employers, industry associations and peak bodies to develop industry immersion activities to expose young people to career opportunities across sectors

### **2. Project Management & Administration**

- Maintain a database of employers
- Maintain accurate records of activities, employer contacts and placements
- Provide input or assistance to deliver work readiness and/or career transition programs
- Prepare reports and collate quantitative and qualitative data as required in a timely manner
- Monitor and respond to priorities as determined by the Executive Officer and/or Youth and Employment Services Manager

### **3. Industry Links**

- Maintain an up to date knowledge of the local labour market, identify the needs of industry across employment regions and actively use this information to inform your approach to engagement with IMVC staff and participants
- Establish and maintain strategic relationship with key industry associations or employer networks
- Maintain a database of employers willing to provide employment opportunities to young people
- Represent the IMVC at various industry/employer meetings
- Evaluate employment vacancies and work placements to ensure quality assurance principles are met
- Induct and provide pre and post placement support to employers, including site visits

#### **4. Team work**

- Contribute to the IMVC team by communicating and cooperating with team members, working professionally, performing all duties with integrity, operating in accordance with the IMVC's protocols and policies and agreeing to participate in agreed performance appraisal processes

#### **Qualifications (preferred but not essential)**

An undergraduate or post graduate degree in business, employment or career development. Qualifications in career counselling will be highly regarded.

#### **Key Selection Criteria**

1. Previous experience in career development, recruitment or employment services is essential
2. Demonstrated ability to communicate and engage with industry in a professional manner
3. Excellent interpersonal skills, teamwork and ability to work autonomously with minimal supervision
4. Well-developed written and verbal communication skills, including demonstrated experience negotiating employment opportunities for marginalised or at risk cohorts
5. Demonstrated experience in project management in order to effectively implement and manage employment initiatives. High standard of organisation and time management skills including planning, record-keeping, attention to detail and the application of a range of software packages
6. Understanding of the key employment and training issues for young people, people with disability and marginalised cohorts
7. Results driven, passionate about performance and able to meet KPIs
8. Must be able to demonstrate an understanding of appropriate behaviours when engaging with children, and of children with diverse needs and/or backgrounds