

# Jobs Victoria Employment Services (JVES) Industry Engagement Officer



## Position Description

### The Inner Melbourne VET Cluster

#### About Us

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 people experiencing disadvantage for over 20 years.

Our purpose is to develop the confidence, education, and employability skills of 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:

- Career and transition initiatives
- Case-management services
- Accredited and pre-accredited vocational training
- Work readiness and re-engagement programs
- Coordination of VET courses delivered in secondary schools
- Workplace learning and industry immersion
- National Disability Coordination.

#### IMVC Vision

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

#### Key details for this role

<b>Position title</b>	JVES Industry Engagement Officer
<b>Responsible to:</b>	JVES Program Manager and Youth and Employment Services Manager
<b>Time Fraction:</b>	1.0 EFT
<b>Location:</b>	Cranbourne
<b>Employee Allowances:</b>	Travel allowance, laptop, and mobile phone
<b>Motor Vehicle:</b>	Applicant is required to have an Australian driver’s licence and car
<b>Sick Leave:</b>	10 days a year (pro-rata)
<b>Holiday Leave:</b>	20 days a year (pro-rata)

The contract for this position ends on 30 June 2023 with the opportunity to extend this, subject to the continued availability of funding. You will be subject to three months' probation and clearance from a police background check about working with young people.

Superannuation will be paid by IMVC at the prescribed rate as specified within the Superannuation Act.

## **About JVES**

Funded by the Victorian Government, the new **Jobs Victoria Employment Services (JVES)** program is one element of a range of Jobs Victoria initiatives designed to offer personalised employment support to long-term unemployed jobseekers or jobseekers at risk of being long-term unemployed to secure work. This service employs expert Jobs Victoria Mentors who will work with jobseekers to get them work-ready and connect them to jobs.

The JVES Industry Engagement Officer's role is to work with Victorian employers to meet their skills and labour needs by connecting them to suitable Jobs Victoria jobseekers.

Other elements of Jobs Victoria are:

- Wage subsidies
- Jobs Victoria Advocates
- Jobs Victoria Careers Counsellors
- An online platform and telephone hotline support
- Investing in social procurement.

Key features of the JVES model include:

- The participation of jobseekers is voluntary
- The focus is on jobseekers who require additional assistance to gain and retain employment
- The model provides a level of flexibility to allow services to be tailored to suit the individual while retaining a strong focus on employment outcomes
- Services may include pre-employment and post-employment support
- JVES Industry Engagement Officers work closely with employers to identify job opportunities and prepare jobseekers for those roles.

The IMVC Jobs Victoria Employment Services contract is being delivered in partnership with TaskForce Community Agency. This role is responsible for delivering services in the South East of Melbourne.

Our JVES team is comprised of JVES Mentors, JVES Industry Engagement Officers, and a JVES Program Manager.

## **About the role**

The primary role of the JVES Industry Engagement Officer is to develop strong connections with employers and industry bodies assisting them to meet their workforce needs by connecting them with jobseekers that will suit their businesses.

## **Key Objectives**

- Increase the number of employers engaged with the JVES program to provide opportunities for jobseekers to gain exposure to industry through industry immersion initiatives and paid employment
- Increase the number of employers offering suitable vacancies to jobseekers, especially in industries that provide strong vocational outcomes.

## **Key Accountabilities**

- Actively engage with employers to identify job opportunities and assist in meeting industry workforce needs
- Establish and maintain strategic relationships with employer networks
- Work collaboratively with the JVES team to deliver and/or facilitate industry immersion activities that support jobseekers to explore careers, improve job readiness and gain employment
- Establish a database of employers who will support the program
- Evaluate vacancies to ensure quality assurance principles are met
- Induct and provide pre- and post-placement support to employment (this includes conducting site visits)
- Offer flexible services to be tailored to the needs of disadvantaged jobseekers and responsive to the needs of the local labour market
- Ensure compliance with contractual requirements and relevant legislation
- Achieve all employment placement and outcome targets as set by the JVES program manager
- Any other duties, as directed.

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

An undergraduate or postgraduate degree in youth work, community services, education, or career development.

## **Key Selection Criteria**

1. Results driven, outcome focussed and able to meet KPI's
2. Strong understanding of the Southern Melbourne labour market
3. Demonstrated ability to communicate and liaise with employers and industry to secure suitable employment vacancies
4. Demonstrated capacity to develop, implement and manage industry immersion initiatives that showcase careers and industry to jobseekers
5. Excellent interpersonal skills, capacity to work as part of a team and autonomously with minimal supervision
6. Compliance focussed with strong administrative skills including maintaining up-to-date records and meeting all contractual requirements
7. Must be able to demonstrate an understanding of appropriate behaviours when engaging with children, and of children with diverse needs and/or backgrounds.