



South East Local Learning
and Employment Network

SWL Project Officer Position Description

Position Title:	South East Local Learning and Employment Network (South East LLEN) SWL Project Officer 0.8 – 1.0 EFT to be negotiated
Reports to:	SWL Program Manager – South East LLEN
Direct Reports:	Nil
Date Prepared:	January 2018

SOUTH EAST LLEN Background

The South East Local Learning and Employment Network (South East LLEN) is part of a network of 31 LLENs across Victoria funded by the Victorian Government. Established in 2001, the pivotal role of the South East LLEN is to act as a regional strategic and facilitation body, bringing together the entire Casey, Cardinia and Greater Dandenong local government regions to collaboratively contribute to improving the education, training and employment outcomes for local young people. The South East LLEN works in partnership with education and training providers, community members, social and welfare organisations, youth agencies, local/state/federal government and business and industry. The South East LLEN is governed by a voluntary Board of Directors representing the key organisational stakeholders including education providers, training providers, community organisations, local government, universities, TAFEs, business and industry and community members.

As of January 2018, the South East LLEN is contracted to deliver

LLEN Initiative

In 2018/19, the LLEN initiative will be required to

- Broker sustainable partnerships that support schools to identify young people that are at risk of disengaging from education prior to completing Year 12 or a vocational equivalent.
- Broker sustainable partnerships that support schools to identify and provide the support, education options and pathways to enable those young people to remain in education.
- Broker sustainable partnerships that support the broader community to identify young people who have disengaged from education prior to achieving Year 12 or a vocation equivalent.
- Broker sustainable partnerships that support the broader community to provide support, educational options and pathways to enable those young people to re-engage and remain in education.

Structured Workplace Learning Coordinators (SWL) Program

The SWL contract will continue to work with education and training providers business and industry to establish workplace learning opportunities which meet the needs of local industry and student learning outcomes. These placement opportunities will take the form of

- Structured Workplace Learning opportunities, and
- School-based Apprenticeships.

The State Government developed a Statewide portal which will allow for online searching and allocation of placement opportunities.

SOUTH EAST LLEN SWL Project Officer Role Summary

The position holder will be required to liaise with local businesses and secondary schools to establish opportunities for students studying a senior secondary certificate to undertake Structured Workplace Learning.

Particular focus will be placed on developing opportunities to be marketed to schools and students via DET's online placement portal.

Key Accountabilities

The successful applicant will be responsible for, but not limited to, the following Key Accountabilities:

1. General Placement Activities

- a) *Sourcing of new workplace learning opportunities including:***
 - Structured Workplace Learning
 - School Based Apprenticeships and Traineeships
- b) *Management of online portal, including***
 - Updating and entering business details
 - Listing workplace learning opportunities
 - Training secondary schools in portal use
 - Maintaining accurate and current information
- c) *Making Contact with local educators and employers, including***
 - Cold calling
 - Work place visits
 - Maintaining positive relationships with schools in the region
 - Engaging with prospective host employers
- d) *Actively identify, investigate, plan and pilot opportunities for additional work placements***
- e) *Complete internal reporting requirements to track activity and placements***

2. Other

- a) *Networking and Knowledge Development:***
 - Further develop networks and relationships with local employers
 - Further develop networks and relationships with local schools
 - Acquire and share regional knowledge both internally and externally
 - Raise South East LLEN's profile amongst schools, business and industry
 - Maintain positive relationships with the wider LLEN SWL network
- b) *Teamwork:***
 - Support the initiatives of other LLEN staff
 - Work as an active member of South East LLEN teams
- c) *Advocacy and Promotion:***
 - Advocate for vulnerable youth
- d) *Other duties as required.***

Key Selection Criteria

- High level interpersonal and communication skills including verbal and written communication.
- Demonstrated ability to liaise and communicate effectively over the telephone– and build partnerships with external businesses, education and training providers and agencies.
- A good general understanding of a range of education programs and initiatives such as VCE, VCAL, Vocational Educational Training in Schools, Structured Workplace Learning, Work Experience and School Based Apprenticeships and Traineeships.
- An understanding of secondary colleges in the region and knowledge of the workings of the Victorian secondary school, TAFE and training systems.
- Demonstrated ability to relate to and liaise with business and industry.
- High level Information and Communication Technology skills, including use of the Microsoft Office suite of applications, email and internet.
- Maintain a high level of attention to detail.
- An ability to work independently and as part of a small team.
- A demonstrated track record in Business Development preferred.

Key Performance Measures

- Meet established and agreed KPIs.
- Relationship development with local businesses.
- Successful uptake of students in new work placement opportunities via online portal.
- Effective relationships with staff of the South East LLEN.

Terms and Conditions

Hours	Up to 1.0 EFT as negotiated
Tenure	ASAP until December 31 st , 2019
Probationary Period	A probationary period of 3 months will apply to new staff
Performance Evaluation	A formal performance evaluation will be undertaken prior to completion of the probationary period (if enforced) and then annually thereafter, in accordance with Key Performance Indicators negotiated as established with the Workplace Learning Coordinator annually.
Salary Package Range	Pro rata of a full time salary of \$48-55,000 Mobile phone reimbursement as agreed
Location	South East LLEN office: Suite 3, Level 2, 1-7 Langhorne Street, Dandenong, 3175
Employment subject to:	1. A current Working with Children Check 2. A current Police Record Check 3. A current driving licence