

Position Description

Position Title	School to Work (S2W) Liaison Officer
Salary	SCHCADS Industry Award 2010 Level 4.1 – \$42.29 per hour \$83,565.04 annual (pro-rata)
Employment Type	0.8 EFT (30.4hrs per week)
Reports To	CEO
Further Information	02) 6056 0966

Your Employer

The North East Local Learning and Employment Network (NELLEN) is one of 31 Victorian Local Learning and Employment Networks ([LLENs](#)). The LLENs are a Victorian Government initiative which has a core focus on improving education and employment participation, engagement, attainment and transition for young people within designated geographical boundaries. NELLEN covers four Local Government Areas – Alpine, Indigo and Towong Shires and the City of Wodonga.

LLENs achieve these objectives by bringing together education providers, industry, community and government organisations to build sustainable partnerships that support improved transition into employment and further education for students aged 10-19 years. There is a particular focus on young people who are at risk of disengaging, or who have already disengaged from education and training and are not in meaningful employment.

LLENs receives their operational funding from the Department of Education and Training (DET). The current contract will be completed at the end of 2021 but DET is assured of providing ongoing funding to the statewide network of LLENs and will confirm the next funding period in May-June 2022.

Your Opportunity

As the School to Work (S2W) Liaison Officer, you will undertake the delivery of the **Structure Workplace Learning**, collaborating with employers, students, and schools to facilitate S2W placements. You will source accurate information about **work placement opportunities** and maintain current and meaningful details for both employers and schools using the S2W Portal. You will be able to develop key stakeholder databases.

Your knowledge of key, local Job Actives, Group Training Organisations, Registered Training Organisations, businesses and industry across NELLEN's four **Local Government Areas** – Alpine, Towong & Indigo Shire, and the City of Wodonga – will support timely and targeted approaches that generate placement opportunities for posting on the S2W Portal.

You will be able to develop relationships and broker relationships between relevant **staff members** in schools and with employers. Your communication skills will enable the expansion of the **regularly committed** S2W placement opportunities by employers each year, and guide Career and VET/ VCAL Coordinators knowledge of industry placements across NE Victoria. You will develop relevant support materials that promotes the S2W program to **new stakeholders**.

Your Role

As the **S2W Liaison Officer**, you will **lead** the:

- development of relevant relationships with key local employers and larger industry stakeholders, within Alpine, Indigo and City of Wodonga LGAs,
- management of the placement registrations and the provision of accurate and time-framed data in the S2W Portal,
- information sharing about the School-to-Work (S2W) program and the benefits of SBATs, and referrals to the Head Start initiative, *as required*,
- conversations with relevant school and agency staff that seek to connect 'at risk' and already disengaged students to the opportunities available via the S2W Portal, *as required*,
- representation of NELLEN at network meetings, *as required*,

As the **S2W Officer**, you will **support** the CEO to:

- develop relevant relationships with the key staff of local Secondary Schools within Alpine, Indigo and City of Wodonga LGAs,
- provide relevant material, in a timely manner, for departmental reporting,
- monitor NELLEN's electronic and paper-based filing system,
- maintain NELLEN's strength-based solution-focused work practice and office culture,
- respect the confidentiality of NELLEN's staff, government, and community interests.

Assessing your suitability – *please respond to each criterion with specific examples that demonstrates your relevant skill or ability.*

NELLEN's S2W Liaison Officer will demonstrate the following attributes:

1. Demonstrated experience with the Vocational Education and Training (VET) sector and VET Delivered to Secondary Students (VDSSS) and School-Based Apprenticeships and Traineeships (SBATs),
2. Demonstrated experience working within the education and employment sectors,
3. Demonstrated experience with projects involving a diverse range of stakeholders,
4. Strong communication and interpersonal skills
5. An understanding of career development and pathways,
6. An ability to work independently and as part of a team, exhibiting strong motivation and work ethics,
7. An ability to inspire and influence people to become involved in NELLEN's initiatives.

Additional Information

- NELLEN is a non-smoking environment.
- The contract term is subject to the successful completion of a six-month probation period.
- As a Victorian government funded organisation that works with local schools, it is a requirement for NELLEN staff to have a current Working With Children's Check (or be eligible to obtain one), undertake a National Police Check, and be fully vaccinated. NELLEN pays for the WWCC and Police Check, but evidence of your vaccination status will be required before an employment contract can be offered.
- NELLEN values its staff members and promotes leadership, creative thinking, and innovation. We respect professional behaviours, embrace diversity, and encourage work-life balance.
- NELLEN actively supports staff to access a range of flexible work options, provides employee assistance programs, and professional development opportunities to full-time staff.

Further Enquiries

Please contact Bev Hoffmann on 0439 075 306 or ceo@nellen.org.au