

Ovens Murray VET Cluster Coordinator Position Description

North East Local Learning and Employment Network (Wodonga Based)
NE Tracks Local Learning and Employment Network (Wangaratta Based)

Local Government Areas: Towong, Alpine, Indigo, Wodonga, Wangaratta, Benalla, Mansfield

Employment Type: Negotiable EFT 0.8 to EFT 1.0

Salary: Annual base salary range applicable at EFT 1.0 is \$85,120.36 – \$97,377.80
(Pro-rata salary at 0.8 EFT available) SCHADS AWARD LEVEL 4.1 – 5.1 depending on skills & experience

The position may be based at either Wodonga or Wangaratta - by negotiation with the successful applicant.

An exciting opportunity exists for the newly developed Vet Cluster Coordinator position, working with secondary schools across the Ovens Murray. You will manage the day-to-day operations and support school-based VET Co-ordinators to increase access to VET for students working alongside Ovens Murray LLENs.

The VET Cluster Coordinator is responsible for delivering critical management functions to support the implementation of the Department of Education's VET Cluster framework for Government, Catholic and Independent schools and VDSS lifecycle. Oversight for the Cluster Coordinator will sit with the employing LLEN executive officer, with direction provided by the Cluster's Governance Group.

ROLES AND RESPONSIBILITIES

Cluster operations

- Manage the daily operations of the Ovens Murray VET Cluster.
- Identify and lead the planning and development of new programs, products, and services to expand VDSS access and opportunities for young people in the Cluster and support schools with negotiation of provision with TAFEs and RTOs.
- Actively work to streamline administrative requirements for VDSS, to support schools.
- Monitor and evaluate Cluster performance, including leading Cluster self-audits to identify the operational and strategic functions requiring improvement and designing strategies to address these.
- Support school-based VET Coordinators with technical advice and support, including building capabilities through identifying and organising professional development.
- Manage appropriate software solutions as appropriate to:
 - Facilitate the application and enrolment process
 - Engage in identifying trends in enrolments and planning to address potential access and provision gaps based on this
- Organise Cluster activities such as orientation programs and awards nights, and ensure they meet high standards of quality and relevance.

- Plan and manage the transport logistics of Ovens Murray school student movement between the schools and providers.
- Facilitate the application, enrolment, attendance, reports systems and process between schools and providers.
- Coordinate information sharing between schools and RTOs in accordance with privacy requirements, to ensure that the students with additional learning needs are supported appropriately.
- Explore opportunities to optimize VDSS access for students in Ovens Murray via subcluster models, school to school co-operation, utilization of existing VDSS specialist facilities, and potential alternate delivery models.

Implementation of the VET Cluster Framework and VDSS Lifecycle

- Implement the Department's VET Cluster framework.
- Align Cluster application and enrolment processes with the VDSS lifecycle.
- With guidance from the Cluster Governance Group and in collaboration with the Area-Based Pathways Workforce, leading the annual strategic planning process, including drafting of the VDSS strategic plan.
- Coordinate meetings of Cluster governance and operations groups, including:
 - Developing agendas and taking and distributing minutes.
 - Organising the venue and catering.

Stakeholder Engagement

- Act as the central point of contact between stakeholders.
- Respond to communications from stakeholders and team members in a timely and professional manner.
- Develop and maintain strong relationships with the following stakeholders:
 - Area-based pathways workforce
 - LLENs
 - All Cluster schools
 - Head Start Hub Director
 - RTO/ TAFE(s) that service the Cluster
- Identify and develop relationships with new stakeholders that will benefit the Cluster's objectives and goals.

Communications and Documentation

- Develop and publish Cluster communications products, including promotional and information materials, and manage dissemination.
- Develop and maintain Cluster documentation such as Cluster operations guidelines and student handbooks.
- Provide critical information to inform reporting for contracts and partnerships.

Key Selection Criteria

Essential

- Demonstrated experience in program/project delivery
- A deep understanding of the education sector, with a particular emphasis on VET/VDSS and senior secondary school environments
- Understanding of ASQA, VRQA and VCAA requirements for secondary school students
- Highly developed written and verbal communication skills

- Experience in managing complex stakeholder engagement, high level networking and advocacy experience
- Current Victorian Drivers Licence
- Working with Children's Check employer and current Police Check.

Desirable

- Experience in co-ordination of VET Delivered to School Schools (VDSS), including the facilitation of application, enrolment attendance, reporting, and auspice processes

Benefits

- Laptop supplied
- Flexible/ WFH arrangements
- Employee Assistance Program
- Statewide community of practice – VET Clusters
- Professional learning opportunities
- Mobile Phone Allowance

We ask that candidates address all of the Key Selection Criteria (Essential & Desirable). This can be done in a separate document accompanied by your cover letter. Applications without this will not be considered. Short listed applicants will be asked to supply details for two referees.

Additional information regarding the position

Wodonga based role:

Bev Hoffmann CEO North East LLEN
 ceo@nellen.org.au

Wangaratta based role:

Tim Oliver CEO NE Tracks LLEN
 ceo@netrackslen.org.au

<https://nellen.org.au/job-vacancies/>

Please note: Both LLEN offices will be closed or have limited staffing from 23 December 2024 to 12 January 2025 inclusive.

APPLICATIONS CLOSE 5.00 PM 22 JANUARY 2025

ANTICIPATED COMMENCEMENT FOR SUCCESSFUL APPLICANT IN FEBRUARY 2025

Employer questions

Your application will include the following questions:

- Which of the following statements best describes your right to work in Australia?
- Do you have a current Working With Children (WWC) Check?
- Do you have a current Police Check (National Police Certificate) for employment?
- Do you have a current Australian driver's licence?
- Do you own or have regular access to a car available for business use?