

Role Description



Industry Liaison Officer, (Generic)

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| Job Ad Reference | | | |
| Job Evaluation No. | 17480 | TRIM No. | 17/326791 |
| Work Unit | State Schools/State High School or Other Educational Institution | | |
| Location | Various locations throughout the State | | |
| Classification | AO3 Qld Public Service Officers and Other Employees Award - State 2015 | | |
| | 36 ¼ hour week | | |
| Job Type | Permanent / Temporary / Full-time / Part-time | | |
| | Temporary period unless otherwise determined | | |
| Salary Range | TBC per annum | | |
| | <i>Plus superannuation contributions of up to 12.75% of your annual salary.</i> | | |
| Contact Officer | tcook26@eq.edu.au | | |
| Contact Telephone | 3323 8111 | | |
| Closing Date | 18.9.18 | | |

Your employer

The Department of Education and Training (DET) is committed to ensuring Queenslanders have the education and skills they need to contribute to the economic and social development of Queensland. The department delivers world class education and training services for people at every stage of their personal and professional development. We are also committed to ensuring our education and training systems are aligned to the state's employment, skills and economic priorities. DET is a diverse organisation with the largest workforce in the state. We provide services through the following service delivery areas:

- State Schools Division delivers high quality education to more than 70 percent of all Queensland school students at prep, primary and secondary levels.
- Training and Skills Division works to meet the current and future needs of the economy through building a world class training system to enhance the skills of Queenslanders and optimise employment opportunities. The division achieves this through the regulation of the state's apprenticeship and traineeship system, strategic investment in training and skills, informing consumers, supporting a quality Vocational Education and Training (VET) sector and providing whole of government leadership on training and skills issues.
- Policy, Performance and Planning Division takes a strategic approach to driving the business of the portfolio, across, schooling, training and employment, early childhood, education and care and Indigenous education policy. The division engages in policy development and intergovernmental relations, legislation, governance and planning, and monitors and reviews the department's performance framework.
- The Early Childhood and Community Engagement Division is responsible for the strategic management and implementation of early childhood reforms, coordination of early childhood education and care programs, approval and regulation of services, supporting assessment and ratings and the quality improvement for all early childhood development and education services in Queensland. The Division is also responsible for the department's community engagement and communication priorities with a specific focus on working with stakeholder to meet government goals, commitments and targets.

State Schools Division is responsible for ensuring Queensland state school students are engaged in learning, achieving and successfully transitioning to further education, training and work.



State Schools Division develops the strategic direction for state schools, supported by operational policies and ensuring their implementation in regions and schools.

Schools are the focus of expertise in learning. They perform a vital role in providing opportunities to students to acquire knowledge and understanding, pursue special interests, strive to achieve excellence and develop social and vocational skills. Their core business is providing a learning program for students to achieve system wide and school based learning outcomes. Schools also aim to facilitate and support participation among parents, students, administrators, teachers and others in the school community and between the school and departmental support structures.

For more information about the department, please visit our website at www.det.qld.gov.au

Your opportunity

As the Industry Liaison Officer you will assist in the ongoing delivery of the School Based Apprenticeship program and assist in managing business and industry partnerships to maximise opportunities for secondary students. Establish and maintain effective networks and work collaboratively with business and industry groups to build strong and vibrant links that promote School Based Apprenticeships as a career pathway for students.

The Industry Liaison Officer reports to the Principal or nominated delegate.

Your role

The ability to perform all tasks is dependent on the employee's fractional hours. You will have responsibility for leading the following activities and undertaking the following key tasks:

- Source Australian School Based Apprenticeships (ASBA) opportunities for prospective students by actively seeking opportunities for student placements in industry and potential School Based Apprenticeships.
- Promote and market the benefits of the schools technical model to potential employers and other stakeholders and position School Based Apprenticeships as a career pathway preference for students within the region.
- Develop and maintain relationships with employers, training providers and apprenticeship support agencies.
- Form connections and develop partnerships between school and employers that will assist students to transition to employment and make effective career choices.
- Source vocational training opportunities for prospective students by actively seeking opportunities for student placement in transition to work programs.
- Provide regular updates of the program outcomes and help identify issues that may impact on the success of the program.
- Contribute to the development and implementation of the Business plan and promotional materials, including marketing and communication strategies and initiatives.
- Work directly with schools, government, industry, business and community groups to form productive partnerships and develop networks to position School based Apprenticeships as a career pathway choice for students in the region.
- Develop and manage the work experience placement program, including monitoring students in the workplace, arranging visits where required and managing the preparation, collection and storage of records and data as required by policy.
- Be involved where required in the preparation and presentation of information sessions.
- Assist in the recruitment and process entry of students to the school.
- Provide a high level of client support to business and industry partners, establish feedback loops to ensure continuous improvement.
- Maintain an up to date knowledge of legislation relevant to the Australian School Based Apprenticeship program.
- Take a lead role in the development and implementation of the Business plan and promotional materials, including marketing and communication strategies and initiatives.
- Assist to develop the student induction and work readiness program.

- Recruit students to Registered Training Organisations and potential employers.
- Access, track and connect the progress data of students in the Vocational Education and Training pathway.
- Work in collaboration with the Senior Schooling team to monitor and track students achievement and outcomes.
- Develop and maintain effective relationships within and beyond the school community.
- Articulate legislation, policies and procedures governing apprenticeships and traineeships to internal and external clients.
- Other duties, consistent with the duties and responsibilities of the position as directed by the Principal, or nominated delegate.

How you will be assessed

Within the context of the role described above, the ideal applicant will be someone who has the following key capabilities:

1. Supports strategic direction

Capacity to design programs (e.g. workshops, information sessions) and implement strategies for employers and students to enhance the students' employment prospects.

2. Achieves results

Working knowledge of ability to rapidly acquire knowledge of the secondary schools Australian School Based Apprenticeship systems and Australian Vocational Education and Training system.

3. Supports productive working relationships

Demonstrated ability in maintaining records and preparing correspondence and memoranda and to collect and collate outcomes pertaining to placements, education and training.

4. Displays personal drive and integrity

Ability to analyse information to identify solutions and to monitor trends and maintain data relating to the labour market and adjust associated client services as appropriate.

5. Communicates with influence

Well-developed, interpersonal and communication skills demonstrated through an ability to consult, liaise and negotiate with a range of internal and external stakeholders.

Additional information

- The duration of this position will be dependent on work demands and the availability of ongoing funding.
- The Department has provided Functional Jobs Requirement Reports, providing general information on the physical and psychological demands of certain positions. This should be considered in conjunction with the specific expectations and environments of individual schools. [Primary Administration Staff](#)
- The *Child Protection Reform Amendment Act 2014* requires the preferred applicant to be subject to a working with children check as part of the employment screening process. The department is legally obliged to warn applicants that it is an offence for a disqualified person to sign a blue card application form. Further details regarding the blue card system is available at: www.bluecard.qld.gov.au/
- Confirmation of employment is conditional upon the preferred applicant being issued with a Blue Card from the Public Safety Business Agency (PSBA).
- Travel and overnight absences from base may be required of this position.
- A criminal history check will be initiated on the successful applicant. A serious discipline history check may be initiated on the successful applicant.
- A non-smoking policy applies in Queensland government buildings, offices and motor vehicles.
- If the successful applicant has been engaged as a lobbyist, a statement of their employment is required.
- You may be required to complete a period of probation in accordance with the *Public Service Act 2008*.

- Staff are required to actively participate in consultation and communication with supervisors and management regarding health, safety and wellbeing issues and comply with all provisions of the relevant workplace health and safety legislation and related health, safety and wellbeing responsibilities and procedures developed by the department.
- You will work for an organisation that values its people and promotes leadership and innovation. We respect professionalism, embrace diversity and encourage a balance between work and life commitments.
- Departmental employees are required to acknowledge they understand their obligations under the Queensland Government *Code of Conduct* and the department's *Standard of Practice* and agree to align their professional conduct to these obligations.
- All roles in the department are responsible for creating, collecting, maintaining, using, disclosing, duplicating and disposing of information, as well as managing and using communication devices (for example email, internet and telephone) and public resources (for example computers and network resources). Staff must undertake these tasks in accordance with the department's information management policies and procedures (for example recordkeeping, privacy, security and email usage).
- You will be actively supported as an individual and will have access to a range of flexible work options, an employee assistance program and learning and development opportunities.
- All role descriptions and recruitment and selection processes are required to be aligned with the Queensland Government Capability and Leadership Framework (CLF). For more information about the CLF, visit www.psc.qld.gov.au
- Additional information is available online at: www.smartjobs.qld.gov.au