

Role Description



Industry and Vocational Training Officer

Job Ad Reference			
Job Evaluation No.	17385	TRIM No.	11/334585
Work Unit	XXXX State High School/College		
	Various Regions		
	State Schools Division		
Location	Various locations throughout the State		
Classification	AO4 Qld Public Service Officers and Other Employees Award - State 2015		
	36 ¼ hour week		
Job Type	Permanent / Temporary / Full-time / Part-time		
	Temporary period until XXXX unless otherwise determined		
Salary Range	per annum		
	<i>Plus superannuation contributions of up to 12.75% of your annual salary.</i>		
Contact Officer			
Contact Telephone			
Closing Date			

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 and Vocational Training Officer you will:

- Manage the ongoing delivery of the school-based apprenticeship and traineeship program and engage with business and industry partners 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 and traineeships as a career pathway for students.

The Industry and Vocational Training Officer reports to the Principal or Deputy Principal, XXXX State High School/College.

Your role

As the Industry and Vocational Training Officer you will have responsibility for the following:

- Actively engage with industry and business to source school-based apprenticeship and traineeship opportunities for prospective students and seek opportunities for student placement in industry.
- Develop engagement activities and market the benefits of school-based apprenticeships and traineeships, and TAFE training as a career pathway preference for students at XXXX State High School/College.
- Develop and maintain relationships with employers, training providers and apprenticeship support agencies.
- Provide the Principal/Deputy Principal with a regular update of the program outcomes and identify issues that may impact on the success of the program.
- Undertake the development and coordination of high profile events within the school community and take a lead role in the development and implementation of promotional materials, including marketing and communication strategies and initiatives.
- Work directly with schools, vocational education institutions, government, industry, business and community groups to form productive partnerships and develop networks to position school-based apprenticeships and traineeships, and work experience to give insight to career pathway choices for students at XXXX State High School/College.
- Develop and provide guidance for the work experience placement program, including identifying increased opportunities, monitoring students in the workplace, arranging visits where required and managing the preparation, collection and storage of records and data as required by departmental policy.
- Coordinate with the Principal/Deputy Principal, the recruitment of students to Pathways options and process the enrolment of students into programs.
- Support the Principal/Deputy Principal to develop and implement work readiness programs for Year 10 students, by organising the employer contribution to the program in the form of visits or presentations as appropriate.
- Provide a high level of client support to business and industry partners, and establish feedback loops to ensure continuous improvement.
- Maintain currency of knowledge of the legislation relevant to the school-based apprenticeship and traineeship program.

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

Knowledge or ability to rapidly acquire knowledge of the Vocational Education, Training and Employment Act 2000 and relevant departmental policy relating to school based apprenticeships and traineeships.

2. Achieves results

Demonstrated capacity to analyse information to identify solutions and to monitor trends and maintain data relating to the labour market to promote and facilitate school based apprenticeship and traineeships.

3. Supports productive working relationships

Ability to build and sustain positive working relationships with both internal and external clients,

4. Displays personal drive and integrity

Demonstrated capacity to design programs, such as workshops and information sessions, and implement strategies for employers and students to enhance the students' employment prospects.

5. Communicates with influence

High level interpersonal and communication skills as evidenced by the ability to liaise with employers, agencies and vocational education providers on employment and labour market issues, and to promote the school based apprenticeship program and create training and employment opportunities.

Additional information

- **For temporary positions** - The duration of this position will be dependent on work demands and the availability of ongoing funding. Delete if not applicable
- 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).
- 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

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JEMS codes: E-2=c+ 101 C+3+ 76 C+1=d= 88 Service/Support Total Score 265 (AO4)