

## POSITION DESCRIPTION

<b>POSITION TITLE:</b>	Employment Consultant - TtW
<b>LOCATION:</b>	
<b>REPORTING TO:</b>	Business Manager – TtW
<b>DEPARTMENT:</b>	Transition to Work

### PURPOSE STATEMENT

The Transition to Work Services 2016 – 2020 is to assist disadvantaged youth aged between 15 and 21 years, to find sustainable employment opportunities and to complete qualifications.

### OUR VISION

To improve social equity through having more people in jobs, more people learning new skills, and more communities exposed to positive change.

### OUR MISSION

- To promote training, employment and workforce planning solutions to employed, under-employed and at risk members of our Communities, with particular emphasis on youth.
- To provide bridging assistance where government and community resources are lacking.
- To assist new and existing businesses to grow and prosper through effective workforce planning.
- To create and maintain partnerships with other providers, industry groups and governmental agencies

### OUR VALUES

- **Inclusive:** People of all communities coming together as one team for common goals
- **Excellence:** We always strive to exceed
- **Resilience:** Equipped to meet challenges and exceed
- **Integrity:** We act with honesty and sincerity
- **Innovation:** Embracing new ideas and technology to stay ahead of change

### REPORTING

This position reports to the Business Manager – Transition to Work

## **PRIMARY DUTIES**

- Engage with community groups to gain support for referrals of disadvantaged youth;
- Conduct assessments to identify any barriers that may assist with completing the program, e.g. Harrisons, Esher House;
- Organise and conduct activities for participants, e.g. work experience, team building exercises;
- Deliver programs to support the participants transition, e.g. interview coaching, resume preparation;
- Ensure that the group based activities meet the needs of the participants;
- Identify work experience opportunities and industry champions to assist the participants;
- Review assessment results on the system and develop a job plan for the participants;
- Monitor progress against the job plan:
- Engage and refer participants to third party providers or community organisations to assist them in overcoming barriers as appropriate;
- Review and Develop Job Plans on a regular basis to ensure that activities are reflected;
- Document participants engagement and participation;
- Place participants in employment by supporting participants with job search activity, matching participants to current vacancies and reverse marketing;
- Market participants to Employers using all available strategies including wage subsidies, work experience where appropriate;
- Network with industry and/or employer associations as appropriate;
- Maintain DoE systems and internal data base;
- Ensure participants are fully aware of all the stages of the service delivery model:
- Liaise effectively with employers to create open communication regarding a participants progress and to target additional vacancies;
- Provide mentoring support and direction to ensure sustainable employment for the participants;
- Purchase appropriate products and services to support transition in accordance with guidelines;
- Provide appropriate and accurate documentary evidence to support purchases;
- Ensure that all KPIs are met;
- Work in a highly ethical manner in accordance with BUSY At Work guidelines and legislative compliance;
- Other tasks as required.

## **KNOWLEDGE, SKILLS & EXPERIENCE**

- Prior experience working with disadvantaged youth;
- Experience and proven ability working in a contractually compliant environment;
- Experience working in a Employment Service setting or similar such as recruitment;
- Demonstrated ability to effectively facilitate small groups;
- Demonstrated ability to effectively communicate and engage with employers and job seekers from diverse backgrounds;
- Proven track record of achieving KPIs and deadlines;
- Current drivers licence;
- Good Information Technology and administration skills.



**QUALIFICAITONS**

N/A

**KEY DIMENSIONS**

N/A

**WORKING RELATIONSHIPS**

N/A

This Position Description is intended to describe the general content of and requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

I have read and understood the duties and responsibilities required of me in this role.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_