

POSITION DESCRIPTION

POSITION TITLE:	Pathways to Employment Officer
LOCATION:	Shailer Park and Cairns
REPORTING TO:	Campus Principal, The BUSY Schools
DEPARTMENT:	The BUSY Schools

PURPOSE STATEMENT

The BUSY School is a Queensland Special Assistance School offering alternative education for students in years 11 and 12 who have disengaged from mainstream education. At BUSY Schools, students re-engage with education and complete senior school while gaining a head start into employment through vocational training pathways that form part of their curriculum. The school offers a supportive environment where students build confidence in themselves while completing their Queensland Certificate of Education and progressing towards vocational, further education and employment outcomes.

The primary purpose of the position is to support BUSY School students with connections to industry that lead to placements and employment. The role will provide a proactive case management approach to understanding individual student vocational training and education pathways and seeking industry-based opportunities to support these. This will include actively seeking training providers, school-based work experience, apprenticeships and traineeships with the students.

OUR VISION

Our vision is to have more young people completing school, more young people in meaningful employment and as a result, exposing more communities to positive change.

OUR MISSION

Really, understand the needs of our students, our people and our community in doing so, build positive, respectful and productive relationships to maximise engagement, enhance educational achievement and open up a world of career opportunities.

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 Campus Principal, BUSY School

PRIMARY DUTIES

- Provide a personalised case management approach to advising students on career choices / pathways and actively progressing them through the relevant opportunities for training and employment.
- Establish, develop and maintain relationships with employers, industry groups, training providers and apprenticeship support services that will facilitate student's transition to employment.
- Form connections with industry and employers that will create opportunities for BUSY students to gain work experience and transition to employment.
- Engage students with industry and career expectations through workplace visits, guest speakers on campus and work readiness skills programs.
- Establish and manage a work experience program for students, including the sourcing of opportunities, preparing students, monitoring students while on placement and all related records.
- Proactively source school-based apprenticeship and traineeship opportunities for prospective and existing students including engagement with relevant stakeholders to finalise education and training.
- Source relevant training opportunities with Registered Training Opportunities, ensuring that students are enrolled in quality training which supports their vocational pathway.
- Achieve target of all BUSY School students gaining employment or engaged in further education/training upon graduation.
- Promote the BUSY Schools model and the benefits of vocational pathways for senior students including school based apprenticeships and traineeships.
- Assist in marketing initiatives including information sessions, collation of good news stories and development of other promotional content and communication strategies.
- Support the BUSY School enrolment and new student orientation process.
- Work with the BUSY School team to provide updates on student progress and outcomes.
- Record relevant student information, including contacts, behaviours and student activities in the BUSY School student management system, and produce reports on progress.
- Retain relevant industry currency, including legislation relevant to the Australian School Based Apprenticeship program.
- Other duties as required and directed by the Principal, or nominated delegate.

KNOWLEDGE, SKILLS & EXPERIENCE

- Achievement and target focused;
- Excellent communicator, a promotor who is influential with the ability to seek and secure opportunities;
- Proven ability to develop cooperative working relationships with broad range of internal and external stakeholders to ensure outcomes for students are achieved;
- Extensive knowledge and experience in working with vocational education pathways, in particular the Australian School Based Apprenticeship program;
- Sound understanding of Vocational Education and Training funding systems;
- Analyse problems, make decisions and be action-orientated whilst responsible for those decisions;



- A strong, innovative change agent with an ability to analyse situations and adopt an effective course of action;
- Demonstrated proficiency within a highly regulated environment, with regards to documentation, record keeping, reporting and compliance;
- High level of time management skills and attention to detail;
- Willingness to undertake professional development and to pursue continuous improvement.

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: _____