

Job Opening Report

Job Opening Summary

Department	018045(Mildura Senior College)	Location	Mildura Senior College
Classification	Ed Support Level 1-Range 3	Role Type	Other
Job Posting Title	ES1-3 Industry Engagement Coordinator		
Subjects/Duties	School Administration	Level	Secondary Years 10-12
Begin Date	17/05/2021	End Date	20/12/2022
Regular/Temporary	Fixed Term		
Hours	38.00		
Reference #	1223768		
Contact Name	Belinda Hudak		
Phone	0419 351 993		
School Website	www.milsen.vic.edu.au		
Apply By	03/05/2021		

Position Descriptions

Visible Internal and External
Description Type Selection Criteria

Description

1. Demonstrated knowledge of local industry and community service providers, and an ability to foster positive relationships between all stakeholders.
2. Demonstrated high level of written, oral communication skills and interpersonal skills with an ability to relate effectively and sensitively with a range of stakeholders.
3. Demonstrated ability to work autonomously and with initiative to ensure the continuous, efficient and professional operations in the work environment, and to work proactively in a team to enhance work systems, practices and relationships.
4. An ability to identify industry to link to Vocational Education and Training (VET) and curriculum delivery, and provide advice and guidance on the strategic direction of the College.
5. A proven ability to maintain a high level of professionalism and integrity at all times. With a commitment to supporting students with diverse backgrounds in alignment with College values.

Visible Description Type Internal and External Role

As listed in the Victorian Government Schools Agreement 2017, 5 (a)(ii) an education support class employee can be required to attend for duty and/or professional development up to a maximum of 6 days of the additional leave specified in clause 26(1)(b). Attendance can only be required during one or two school vacation periods in a year at the commencement or conclusion of a school vacation period and the employee must be provided with reasonable notice, being not later than four weeks into the preceding term.

Additional ordinary hours that may be required by this position are subject to the Mildura Senior College ES TIL Policy.

Range 3 is distinguished by the introduction of management responsibility and accountability for the delivery of professional support services. The role will usually impact beyond the work area or professional field. It seeks to gain cooperation of other staff members or members of the school community to achieve specific objectives, such as in school administration, operations or educational programs.

Description

Direction on targets and goals is provided but the position will have some degree of latitude in determining how they are achieved. This latitude will generally be limited by standard procedures and school policy. Deviation from standard procedures and school policy will require guidance and direction from senior management.

The provision of business management responsibilities becomes a feature at range 3. Management of staff to achieve the expected outcomes is a key responsibility. Staff management issues will be resolved with minimal reference to senior management, although guidance will be required in more complex cases. Senior management will be provided with timely reports and advice, although this will generally be confined to matters relating to the immediate work area, service provision or educational program and is unlikely to impact substantially on whole of school operations.

This is the minimum range for positions that carry a mandatory qualification requirement of not less than four years. Professional

student support positions become a feature at range 3 (e.g. therapists, psychologists) where standard professional services are delivered. Professional support and guidance will be close at hand and deviation from standard procedures and school policy will require guidance and direction from senior management.

An education support class position supports the educational services being provided to students, but must not include duties of teaching as defined in clause 2.6.1 of the Education and Training Reform Act 2006 (Vic) or its successor. Supervision of students cannot be required except where it is an integral part of the employee's position or involves supervision of students individually or in small groups, in controlled circumstances, where the responsibility for students remains clearly with a teacher.

Visible Description Type Internal and External Responsibilities

The Industry Engagement Coordinator will under the direction of the Principal, identify and drive new opportunities and initiatives to improve student outcomes. They will proactively develop relationships between the College and local industry, with the goal of preparing students with practical work-orientated skills and developing their knowledge of local industry.

Description

The role requires an engaging, motivated professional who displays excellent interpersonal skills and an ability to develop mutual beneficial relationships when dealing with a wide range of internal and external stakeholders. The role requires a high level of energy and integrity. The successful applicant must understand and comply with confidentiality and privacy requirements of the College.

The Industry Engagement Coordinator is responsible for the following:

Industry Engagement

- Identify and drive new opportunities and initiatives in line with the Mildura Senior College 's Strategic Plan, and the job shortage and skill demand in the Mallee.
- Utilise networks to actively research new opportunities for Mildura Senior College (MSC).
- Provide regular reporting on initiatives and outcomes to the Principal, to assist with improving the design and delivery of VET teaching and learning programs.

- Collaboration with RTO providers to build awareness and the reputation of VET programs in schools.
- Identify new contacts with industry professionals and develop strong and mutually beneficial partnerships.
- Use available data, area skill reports and trends to proactively facilitate business relationships by liaising with regional businesses to identify opportunities, whilst ensuring regular contact is maintained through effective industry engagement.
- Developing, managing and sharing a database of employers.
- Meet regularly with existing industry partners to, where appropriate, strengthen the relationship and support deeper engagement, to improve Vocational Education and Training (VET) and curriculum delivery.
- Attend industry, business and networking events to develop strong network relationships.
- Foster positive industry relationships to determine current workforce requirements, with the goal of preparing students with practical work-orientated skills and improving their pathway opportunities.
- Source innovative opportunities to improve VET delivery.
- Support the implementation of the College framework for Further Education Training and Employment and work as a part of the Further Education Training and Employment Team.

Knowledge, Skills & Abilities

- Demonstrate strong written and verbal communication, administrative, and organisational skills, to ensure tasks are performed to a professional standard.
- Manage multiple priorities and confidently work independently on projects, while exercising good judgment and problem-solving abilities in a variety of situations.
- Coordinate and deliver industry engagement events, and promotes the relationships between industry and the College.
- Support employment opportunities for students.
- Ability to build and share best practice and knowledge.
- Knowledge of education and training sector, including VET, VCAL & VCE.
- Knowledge of external community service providers.
- Sound computer skills and knowledge including

Microsoft Office suite (e.g. word, outlook, excel & publisher).

- Ability to maintain confidentiality and privacy requirements.

General

- Communicate effectively and foster positive relationships with all internal and external stakeholders, and represent the College at the highest standard at all times.
- Actively participate in the College ' s AIP and Performance Review processes.
- Support classroom teachers to link industry to the classroom.
- Preparation of documentation that may include high levels of professional or technical language, including reports, case studies and the analysis of data.
- Actively seek and participate in professional development (subject to College P&D guidelines).
- Attend and participate in ES Team Leader and relevant team meetings.
- Comply with OH&S legislation and requirements.
- Maintain awareness and comply with the Victorian Government ' s Child Safe Standards.
- Support student pathways to employment.
- General duties as directed by the Principal within the requirements of ES1-3 dimensions of work as listed in the Victorian Government Schools Agreement 2017.

Education & Experience

- Relevant experience in a similar role is highly desirable.
- Current Drivers Licence.
- Current Working with Children and Victorian Criminal Records Check.
- Experience working in an education setting or similar.

Salary Range ES1-3: \$67,187 - \$78,634

<p>Visible Description Type</p> <p>Description</p>	<p>Internal and External Who May Apply</p> <p>Individuals with the aptitude, experience and/or qualifications to fulfill the specific requirements of the position.</p>
<p>Visible Description Type</p> <p>Description</p>	<p>Internal and External EEO AND OHS Commitment</p> <p>The Department values diversity and is committed to workforce diversity and equal opportunity in schools and all education workplaces. The Department recognises that the provision of family friendly, supportive, safe and harassment free workplaces is essential to high performance and promotes flexible work, diversity and safety across all schools and Department workplaces.</p>
<p>Visible Description Type</p> <p>Description</p>	<p>Internal and External Child Safe Standards</p> <p>Victorian government schools are child safe environments. Our schools actively promote the safety and wellbeing of all students, and all school staff are committed to protecting students from abuse or harm in the school environment, in accordance with their legal obligations including child safe standards. All schools have a Child Safety Code of Conduct consistent with the Department ' s exemplar available at http://www.education.vic.gov.au/about/programs/health/protect/Pages/chilsafestandards.aspx</p>

Visible Internal and External
Description Type DET Values

Description The Department ' s employees commit to upholding DET ' s Values: Responsiveness, Integrity, Impartiality, Accountability, Respect, Leadership and Human Rights. DET ' s Values complement each school ' s own values and underpin the behaviours the community expects of Victorian public sector employees, including those who work in Victorian Government Schools. Information on the DET values is available at <http://www.education.vic.gov.au/hrweb/workm/Pages/Public-Sector-Values.aspx>

Visible Internal and External
Description Type Other Information

Dear Applicant

Thank you for your interest in this vacancy at **Mildura Senior College**

- Description**
- Applicants should address the key selection criteria.
 - Attaching your letter of introduction, resume and key selection criteria in one document is most helpful.
 - Day time phone numbers are vital to make appointments for an interview in the event that you are shortlisted.
 - If you have an Employee ID Number, please include it on your application.
 - Three (3) Referees are required. Please provide names, contact phone numbers and e-mail addresses (Most recent employer is preferred).
 - A copy of your current Employee **Working With Children Check** will be required if successful.

Visible Internal and External

Description Type Conditions of Employment

Description

- All staff employed by the Department and schools have access to a broad range of employment conditions and working arrangements.
- Appointment of successful applicants will be made subject to a satisfactory pre-employment conditions check.
- A probationary period may apply during the first year of employment and induction and support programs provided.
- Detailed information on all terms and conditions of employment is available on the Department's Human Resources website at <http://www.education.vic.gov.au/hrweb/Pages/default.aspx>

Visible Description Type Internal and External Location Profile

Description

Mildura Senior College is an educational landmark located in the heart of Mildura. With a student population in 2021 of 910 enrolled students with the addition of Year 10 VCE & VET external enrolments from surrounding schools. The College is one of a small number of stand-alone Senior Colleges in the state catering exclusively for Year 11 and 12 students undertaking the Victorian Certificate of Education (VCE) or Victorian Certificate of Applied Learning (VCAL). Mildura Senior College provides access to an unparalleled level of choice in the study areas of the VCE, VCAL, Vocational Education and Training (VET) and University Enhancement studies. The College has a clear commitment to the Managed Individual Pathways Program providing timetabled classes and Pathways Teachers advocate for all students. This unique learning environment is highly valued by the school community, which sees it as essential to students developing skills crucial to future success.

The College boasts outstanding facilities, which include the Deakin Trade Training Centre, VCAL Hub, Arts Precinct, Fitness Learning Facilities and numerous undercover student recreational areas. The grounds boast three sporting ovals utilised by College students, neighbouring schools and community sporting groups.

The College is committed to providing suitable senior pathways for all senior students. We work in partnership with our neighbouring 7-10 colleges: Chaffey Secondary College, Irymple Secondary College, Merbein P-10 College, Trinity Lutheran College and Henderson College. There is close cooperation with these colleges in the areas of Instrumental Music, EAL provision, sport, professional development programs, student transition and orientation. Each year approximately 30% of enrolments come from outside these neighbourhood colleges and include public, catholic and independent schools.

The College provides a young adult learning environment and a learning philosophy built upon partnerships and strong relationships between teachers and students. Mildura Senior College provides clear pathways to further study and the workplace. Our mission is to deliver excellence in education and training opportunities for all students. Students are supported by full time careers and VETis advisors, school to work coordinator, an extensive wellbeing team, student sub-school leaders and a team of staff experienced in the successful delivery of senior studies. Mildura Senior College currently has 112 members of staff including 73 teaching staff.

Mildura Senior College is an inclusive environment that has a diverse student co-hort including Koori, Pacifica and EAL students and celebrates this diversity. The Clontarf Academy is one example of a program at Mildura Senior College, targeted at reducing educational disadvantage for students.

The College is committed to Respectful Relationships and being a Safe School. The College values of **Respect, Responsibility, Resilience, Independence and Success** reflect the culture and behaviours the College aims to develop in students, to enable them to become outstanding young people as they transition on their pathways to the future.

Job Postings			
Description	Posting Type	Post Date	Remove Date
Internet	Internal Posting	20/04/2021	04/05/2021
Internet	External Posting	20/04/2021	04/05/2021

Job Information
Created By 09638123(Heidi Earle)

Created	20/04/2021
Opening to Fill	L(Limited Number of Openings)
Target Openings	1
Available Openings	1
Business Unit	DOEBU(DOE Business Unit)
Company	DOE(Dept of Education and Training)
Status Code	010 (010 Open)
Reason for Job Opening	Fixed Term-Specific Funding
Status Date	20/04/2021
Date Authorized	20/04/2021
Fixed Term Reason Verified	F

Staffing information

Region	AUS
Schedule Type	Full-Time
Work Period	DOE Weekly