

Job Opening Report

Job Opening Summary

Department	018045(Mildura Senior College)	Location	Mildura Senior College
Classification	Ed Support Level 1-Range 3	Role Type	General Admin
Job Posting Title	ES1-3 Industry Engagement Coordinator		
Subjects/Duties	Careers / Vocational Education	Level	Secondary Years 10-12
Begin Date	20/02/2023	End Date	26/01/2024
Regular/Temporary	Fixed Term		
Hours	38.00		
Reference #	1330045		
Contact Name	Belinda Hudak		
Phone	03 5021 2911		
School Website	www.milsen.vic.edu.au		
Apply By	16/02/2023		

Position Descriptions

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
EEO AND OHS Commitment

Description

The Department of Education and Training is committed to the principles of equal opportunity, and diversity and inclusion for all. We value diversity and inclusion in all forms – gender, religion, ethnicity, LGBTIQ+, disability and neurodiversity. Aboriginal and Torres Strait Islander candidates are strongly encouraged to apply for roles within the Department. 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.

Visible Description Type Internal and External
Role

Description

As specified Victorian Government Schools Agreement 2022, Attendance (5)(a)(i) Unless

otherwise agreed, an education support class employee will be in attendance for 7.6 hours daily (for a full-time employee) between 7am and 6pm from Monday to Friday.

Additional hours that may be required by this position are subject to the DET Time In Lieu arrangement (9)(a)

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.

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 Other Information
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Dear Applicant

Description

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

- 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.

Salary: ES1-3 \$69,901 - \$84,999

Visible Description Type	Internal and External Selection Criteria
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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 always maintain a high level of professionalism and integrity. With a commitment to supporting students with diverse backgrounds in alignment with College values.

Visible Description Type Internal and External Responsibilities

Description

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, developing their knowledge of local industry and supporting employment opportunities.

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:

- 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 particularly Agriculture and Horticulture sector.
- Utilise networks to actively research new opportunities for Mildura Senior College (MSC).
- Collaborative with the MSC Careers Team to strength engagement with students and support students pathways post school.
- Provide regular reporting on initiatives and outcomes to the Principal, to assist with improving the design and delivery teaching and learning programs to connect to industry and employment opportunities.
- Identify new contacts with industry professionals and develop strong and mutually beneficial partnerships.
- Supporting the implementation and alignment of the DET Head Start program commencing 2023 with the College programs and student needs.
- 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 and offerings.
- 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 promote 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, VCE & VCE Vocational Major.
 - Knowledge of external community service providers.
 - Sound computer skills and knowledge including Google Drive and 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 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.
 - Support the collection and tracking of student destination data.
 - Providing support to school events such as Open Day, Transition, and Enrolment Evenings.
 - General duties as directed by the Principal within the requirements of ES1-3 dimensions of work as listed in the Victorian Government Schools Agreement 2022.

Education & Experience

- Relevant experience in a similar role is highly desirable.
- Current Drivers Licence.
- Current Working with Children and Victorian Criminal Records Check.

Visible Internal and External
Description Type Location Profile

College Profile

Description

Mildura Senior College is an educational landmark located in the heart of Mildura, in north-west Victoria 545 kilometres from Melbourne. The College has a student population in 2023 of 940 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 125 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.

Visible Description Type Internal and External
Who May Apply

Description Individuals with the aptitude, experience and/or qualifications to fulfill the specific requirements of the position.

Visible Description Type Internal and External
Child Safe Standards

Description 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>

Visible Description Type Internal and External
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

Job Postings			
Description	Posting Type	Post Date	Remove Date
Internet	Internal Posting	02/02/2023	16/02/2023
Internet	External Posting	02/02/2023	16/02/2023

Job Information	
Created By	09638123(Heidi Earle)
Created	02/02/2023
Opening to Fill	L(Limited Number of Openings)
Target Openings	1
Available Openings	1
Business Unit	DOEBU(Dept of Education and Training)
Company	DOE(Dept of Education and Training)
Status Code	010 (010 Open)
Reason for Job Opening	
Status Date	02/02/2023
Date Authorized	02/02/2023
Fixed Term Reason Verified	

Staffing information	
Region	AUS
Schedule Type	Full-Time
Work Period	DOE Weekly