

# Role Description Industry and Vocational Training Officer

## Inclusion and Diversity

We all have a role in making our workplace one that embraces and values diverse backgrounds, perspectives and life experiences, creating a workplace where [we all belong](#).

Reasonable adjustments may be discussed with your manager, approved and documented to support and promote human rights and diversity across the workforce.



Job Evaluation No.

**18648**

Content Manager No.

**11/334585**

Work Unit

**Nominated School**

**Nominated Region**

**Early Childhood and State Schools Division**

Location

**Various locations throughout the State**

Classification

**AO4 Qld Public Service Officers and Other Employees Award - State 2015**

## Your employer

The Department of Education (DoE) is committed to delivering responsive services focused on equity and excellence to Queenslanders and their communities. We promote equity and excellence by our commitment to respect, protect and promote human rights. Our objectives are: a strong start for all children, every student realising their potential, fair and safe workplaces and communities, capable people delivering our vision. Our vision is one of equity and excellence in a progressive, high performing education system that realises the potential of every student.

For more information about the department, please visit our website at [www.ged.qld.gov.au](http://www.ged.qld.gov.au)

## Your opportunity

As the Industry and Vocational Training Officer, you will:

- Manage the ongoing delivery of the School Based Traineeships and Apprenticeship 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

Responsibilities include:

- 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 Traineeships, Apprenticeships 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 Traineeships, Apprenticeships 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 Traineeship and Apprenticeship program.

#### **Other responsibilities (as required)**

- Other suitable duties, consistent with the duties and responsibilities of the position as directed by the supervisor or nominated delegate.

#### **A mandatory requirement of this role is:**

- In accordance with the [Working with Children \(Risk Management and Screening\) Act 2000](#) a person is prohibited from working in regulated child-related employment unless the person holds a current Working with Children Check clearance (blue card) issued by Blue Card Services.

#### **Competencies – How you may be assessed**

[Leadership Competencies for Queensland](#) describes what highly effective, everyday leadership looks like in the public sector. In simple, action-oriented language, it provides a common understanding of the foundations for success across all of our roles within the department.

#### **Vision:**

- Leads strategically – thinks critically and acts on the broader purpose of the system.
- Stimulates ideas and innovation – gathers insights and embraces new ideas and innovation to inform future practice.
- Leads change in complex environments – embraces change and leads with focus and optimism in an environment of complexity and ambiguity.
- Makes insightful decisions – makes considered, ethical and courageous decisions based on insight into the broader context.

#### **Results:**

- Develops and mobilises talent – strengthens and mobilises the unique talents and capabilities of the workforce
- Builds enduring relationships – builds and sustains relationships to enable the collaborative delivery of customer-focused outcomes.
- Inspires others – inspires others by driving clarity, engagement and a sense of purpose.
- Drives accountability and outcomes – demonstrates accountability for the execution and quality of results through professionalism persistence and transparency.

#### **Accountability:**

- Fosters healthy and inclusive workplaces – fosters an inclusive workplace where health, safety and wellbeing is promoted and prioritised.
- Pursues continuous growth – pursues opportunities for growth through agile learning and development of self-awareness.
- Demonstrates sound governance – maintains a high standard of practice through governance and risk management.

#### **Additional information**

- This role description works in conjunction with the Candidate Information Package.