



# Industry Engagement Officer Position description

Position	JVES Industry Engagement Officer
Employment Type	0.6 EFT Part time (3 days per week)
Location	Cranbourne
Reports to	JVES Employment Manager
Employee Benefits:	Laptop, mobile phone and access to a pool car
Direct Reports	Nil

## About TaskForce

Since 1973, TaskForce has provided specialist support for people in serious need in Victoria. Our core services focus on addressing social issues of alcohol and other drugs, unemployment, mental health and high-risk taking behaviours, supporting our clients to transition back into “mainstream” services and supports. The people who access our services have experienced significant disadvantage or a crisis in their lives and as a result are prevented from reaching their potential.

## About JVES

Funded by the Victorian Government, the new **Jobs Victoria Employment Services (JVES)** program is one element of a range of Jobs Victoria initiatives designed to offer personalised employment support to long-term unemployed jobseekers or jobseekers at risk of being long-term unemployed to secure work. This service employs expert Jobs Victoria Mentors who will work with jobseekers to get them work-ready and connect them to jobs.

The JVES Industry Engagement Officer's role is to work with Victorian employers to meet their skills and labour needs by connecting them to suitable Jobs Victoria jobseekers.

Other elements of Jobs Victoria are:

- Wage subsidies
- Jobs Victoria Advocates.
- Jobs Victoria Careers Counsellors.
- An online platform and telephone hotline support.
- Investing in social procurement.

Key features of the JVES model include:

- The participation of jobseekers is voluntary.
- The focus is on jobseekers who require additional assistance to gain and retain employment.
- The model provides a level of flexibility to allow services to be tailored to suit the individual while retaining a strong focus on employment outcomes.
- Services may include pre-employment and post-employment support.
- JVES Industry Engagement Officers work closely with employers to identify job opportunities and prepare jobseekers for those roles.

The TaskForce Jobs Victoria Employment Services contract is being delivered in partnership with IMVC. This role is responsible for delivering services in the South East of Melbourne.

Our JVES team is comprised of JVES Mentors, JVES Industry Engagement Officers, and a JVES Program Manager.

### About the role

The primary role of the JVES Industry Engagement Officer is to develop strong connections with employers and industry bodies assisting them to meet their workforce needs by connecting them with jobseekers that will suit their businesses.

### Key Objectives

- Increase the number of employers engaged with the JVES program to provide opportunities for jobseekers to gain exposure to industry through industry immersion initiatives and paid employment.
- Increase the number of employers offering suitable vacancies to jobseekers, especially in industries that provide strong vocational outcomes.

### Key Accountabilities

- Actively engage with employers to identify job opportunities and assist in meeting industry workforce needs.
- Establish and maintain strategic relationships with employer networks.
- Work collaboratively with the JVES team to deliver and/or facilitate industry immersion activities that support jobseekers to explore careers, improve job readiness and gain employment.
- Establish a database of employers who will support the program.
- Evaluate vacancies to ensure quality assurance principles are met.

- Induct and provide pre- and post-placement support to employment (this includes conducting site visits).
- Offer flexible services that are tailored to the needs of disadvantaged jobseekers and responsive to the needs of the local labour market.
- Ensure compliance with contractual requirements and relevant legislation.
- Achieve all employment placement and outcome targets as set by the JVES program manager.
- Any other duties, as directed.

### Qualifications (preferred but not essential)

An undergraduate or postgraduate degree in youth work, community services, education, or career development.

### Skills and Experience (Key Selection Criteria)

#### Selection Criteria

- Results driven, outcome focussed and able to meet KPI's.
- Strong understanding of the labour market in the municipality of Casey.
- Demonstrated ability to communicate and liaise with employers and industry to secure suitable employment vacancies.
- Demonstrated capacity to develop, implement and manage industry immersion initiatives that showcase careers and industry to jobseekers.
- Excellent interpersonal skills, capacity to work as part of a team and autonomously with minimal supervision.
- Compliance focussed with strong administrative skills including maintaining up-to-date records and meeting all contractual requirements
- Must be able to demonstrate an understanding of appropriate behaviours when engaging with children, and of children with diverse needs and/or backgrounds.

### Additional Information

- TaskForce is a youth and child safe organisation that values, respects, and listens to children and young people.
- All offers of employment are subject to a satisfactory Working with Children Check and Police Records Check.
- TaskForce operates across multiple sites, therefore it is essential that all employees hold a current Driver's License.
- TaskForce offer generous salary packaging benefits.
- All offers of employment are subject to a six-month probationary period.
- TaskForce is committed to providing a safe, healthy and friendly working environment.
- At TaskForce we pride ourselves on being flexible and family-friendly wherever possible for the mutual benefit of employees and the organisation.
- TaskForce expect all employees and volunteers to understand and behave in accordance with our principles, purpose, values and code of conduct.
- Eligibility to work in Australia is essential.
- This is a two-year contract. Employment conditions are in accordance with the Social, Community, Home Care and Disability Services Industry Award 2010.

## Desirable Requirements

- First aid certificate.
- Mental Health First Aid.

## Our Values



### Client centred

We strive to support our clients and their extended networks to change their circumstances. We will collaborate so that our full range of services and supports are wrapped around them enabling each to reach their full potential.

### Innovation and best practice

We will be cutting edge in all that we do leading to evidence-based best practice within the sector. Our people will be passionate and motivated to make a difference.



### Thought leadership

We are committed to addressing the tough moral challenges faced and sensitivities that abound in our sector, leading consequent debate and adapting as broader positions held by society evolve.



### Honesty and integrity

We do our utmost to communicate openly, honestly and respectfully. We collaborate and share accountability with colleagues and clients alike. We acknowledge that as we learn, mistakes may be made but that this learning will make us stronger.



### Trust, respect and self care

We collaborate to create a work environment built on trust and respect where our people and consortium partners are supported and challenged to lead best practice. We recognise that responsibility for self-care is also a foundation to achieve excellence in the services we deliver.