

## Position Description – Industry Engagement Officer

### Context

The Department of Education (DE) currently funds the Goulburn Murray Local Learning and Employment Network (GMLLEN) to deliver the School to Work Program. GMLLEN services the geographical boundaries which encompass the City of Greater Shepparton, Moira and Strathbogie Shires. This investment as part of the Education State will ensure Victorian LLENs continue to support strategies and efforts that align strongly with the Victorian Governments Senior Secondary Reforms, with a focus on the commitment to ensure students have clear connections to the world of work and support a strong model of school-work engagement. The School to Work portal supports structured workplace learning opportunities, work experience, school community work and school-employer activities.

GMLLEN focus involves working with employers to source a range of options of school-work engagement activities and opportunities in the local area, taking into account priority industries, priority cohorts and opportunities to collaborate with key stakeholders.

The GMLLEN vision is that every young person dreams big and can see clearer pathways to education and work.

Our role is to create a brighter future for young people in the Goulburn Murray region through education and work opportunities. We do this by connecting schools, industry, and community to improve career pathways, especially for those at risk of leaving school early and unemployment.

The GMLLEN Strategic Plan 2024-2027 has three main focus areas:

- BRIDGING THE GAP BETWEEN SCHOOLS AND EMPLOYERS
  - Our goal is to boost youth employment by connecting young people with employers through industry collaboration.
- COLLABORATING FOR COLLECTIVE IMPACT
  - We collaborate and share knowledge to build innovative community-lead projects that enhance the aspirations and capabilities of young people.
- ADVOCATING FOR OUR NEXT GENERATION'S POTENTIAL
  - We champion the aspirations of local young people and help them to achieve their career goals and dreams.

These focus areas, together with our values, are the core factors in our engagement with stakeholders and the community.

### Job Summary

To actively promote GMLLEN's programs to business, industry and key stakeholders, identify opportunities for collaboration and partnerships, and communicate alignment back to GMLLEN's School to Work Team.

## Reporting Relationships

The Industry Engagement Officer reports to the Goulburn Murray LLEN Executive Officer.

## Key Responsibilities and KPIs

In partnership with the Executive Officer, the Industry Engagement Officer is responsible for the achievement of the Key Performance Indicators for the GMLLEN program as outlined in the finalised Work Plans that are submitted to the Department of Education and Training for current contract / reporting period.

The key responsibilities of the GMLLEN Industry Engagement Officer are to:

- **Industry Engagement:** Act as a primary point of contact for industry partners, promoting GMLLEN's programs and initiatives and advocating for their involvement in shaping youth education and employment pathways.
- **Relationship Building:** Develop and nurture strong relationships with local businesses, industry associations and local government to understand their needs and opportunities for collaboration that align with the School to Work Program and/or GMLLEN's Strategic Plan.
- **Advocacy and Representation:** Represent GMLLEN at industry events, conferences, and forums to promote the organisation's vision and engage stakeholders in discussions around youth employment, education, and skills development.
- **Other duties** as requested by the GMLLEN EO that are within range of skills and knowledge.

## Key Selection Criteria

1. Bachelor degree in a relevant field such as business, education, or social science; advanced degree preferred or significant relevant work experience.
2. Proven experience in stakeholder engagement, business development, or community outreach, preferably within the education or workforce development sector.
3. Strong networking and relationship-building skills with the ability to engage diverse stakeholders and foster collaboration.
4. Excellent communication skills, including the ability to articulate complex ideas and influence decision-makers.
5. Demonstrated commitment to promoting youth empowerment, education, and workforce development.
6. Self-motivated and proactive with the ability to work independently and as part of a team in a dynamic environment.

### Other

1. A current Driver's License is essential.
2. A Working with Children Check and Police Check is required.

## **Contractual Period**

From commencement until 31 December, 2025.

## **Hours**

Hours and days of work to be negotiated with the incumbent.

Office hours are 8:30 am to 5:00 pm (negotiation of start and finish times are possible) with flexibility to allow for participation in meetings and functions that may occur outside scheduled working hours in order to meet the duties of the role.

## **Probationary Period**

Three months

## **Salary Package**

All conditions of employment will be in accordance with the Social, Community, Home Care and Disability Services Industry Award. This position is classified at Salary Range Level 4.

In addition, GMLLEN offers salary packaging options to all staff – further information will be provided to the incumbent upon commencement.