

## Position Description

<b>Position Title</b>	Workforce Development (WD) Project Contractor
<b>Salary</b>	\$37-\$40 per hour plus travel allowance
<b>Employment Type</b>	Negotiated contract covering whole or part of the 2018-2022 project delivery (anticipated maximum weekly EFT is 0.6 – 22.8hrs)
<b>Reports To</b>	Workforce Development (WD) Project Manager
<b>Further Information</b>	02) 6056 0966

### Your Employer

The North East Local Learning and Employment Network (NELLEN), in partnership with NE TRACKS LLEN, are two of 31 Victorian Local Learning and Employment Networks ([LLENs](#)). The LLENs are a Victorian Government initiative which has a core focus on improving education and employment participation, engagement, attainment and transition for Secondary School aged young people within designated geographical boundaries. NELLEN and NE TRACKS cover seven Local Government Areas: (LGAs) Alpine, Indigo, Mansfield and Towong Shires; Benalla Rural City; Rural City of Wangaratta; and the City of Wodonga.

LLENs achieve their objectives by bringing together education providers, industry, community and government organisations to build sustainable partnerships that support improved engagement in education and transitions into employment and further education. There is a particular focus on young people who are at risk of disengaging, or who have already disengaged from education and training and are not in meaningful employment.

LLENs receives their operational funding from the Department of Education and Training (DET). The WD receives its funding from Regional Development Victoria (RDV) and has a four-year project plan.

### Your Opportunity

As one of the WD Project Contractors, you will support the implementation of the WD into DET Ovens-Murray Region's Year 9 curriculum. A brief explanation of the model's inception and rationale is included in the information package. The project forms a significant strategic objective for the LLENs, for the Victorian Government's Departments of Regional Development, Education and Training, including the Vocational Education sector, as well as the associated State Government Ministers: Hon. Jaclyn Symes, Hon. James Merlino and Hon. Gayle Tierney.

Alongside the Project Manager, you will connect to the 31 regional education sites across NELLEN and NE TRACKS' seven LGAs and liaise with the Year 9 Coordinators, VET-VCAL Coordinators, and relevant VET subject teachers in each school.

You will support communication and the attainment of the project objectives, liaising with NELLEN and NE TRACKS staff as the project unfolds. You will participate in quarterly network meetings with industry advisory groups and employers, facilitating introductions between businesses and teachers to create connections for student learning. You will support the preparation of education resources, promotional activities including launches, displays, and forum presentations, and participate in media opportunities.

## Your Role

As one of the WD Project Contractors, you will **participate** in the:

- WD team of staff and contractors
- conversations with Year 9 Coordinators, VET-VCAL Coordinators, and the relevant VET subject teachers in each school
- recruitment of interested businesses in the Agriculture/ Horticulture sector
- formation of the Regional Industry Advisory Groups
- development of a WD database
- distribution of information relevant to the project's identified key stakeholders

As one of the WD Project Contractors, you will **collaborate** in the:

- preparation of funding reports and acquittal requirements for the project
- collaborations between the WD and the Structured Workplace Learning (SWL) projects and teams
- promotion of the WD to the communities of Alpine, Indigo, Mansfield and Towong Shires; Benalla Rural City; Rural City of Wangaratta; and the City of Wodonga

## Assessing your suitability

NELLEN's WD Project Contractors will demonstrate the following attributes:

1. Have wide experiences and broad-ranging abilities in communicating with proven integrity, respect for confidentiality, and knowledge of the interconnections of government, business, and community interests
2. Be result focused – having strong skills in setting realistic and time-framed goals, establishing priorities, and meeting key milestones
3. Have expert knowledge of the Agriculture/ Horticulture industries, trends, priority areas, and goals currently influencing the State and National conversations in these sectors
4. Have expert knowledge of the Agriculture/ Horticulture industries, trends, priority areas, and goals for the region, including current or historic connections to local groups associated with these sectors
5. Hold high personal standards – having the ability to work autonomously and present high-level community relationship management

## Additional Information

- An ABN is required to fulfill this contractor role.
- There is an option to work remotely but the successful candidate will be required to attend monthly staff meetings at NELLEN's office, located at TAFEspace in Lawrence St, Wodonga.
- The successful candidate will be required to undertake significant travel across the NE Region and will be reimbursed for the use of their vehicle at the current agreed ATO rate of \$0.66 per km.
- Engagement of the successful candidate is conditional on the presentation of a WWCC, or evidence of an application, the completion of training in the new Victorian government Child Safe Standards and be subject to a Criminal History check
- NELLEN values its staff members and promotes leadership, creative thinking and innovation. We respect professional behaviours, embrace diversity and encourage work-life balance.
- NELLEN is a non-smoking environment.

**Position Enquiries:** Please contact Norm Madden on 02) 6056 0966 or [wdmanager@nellen.org.au](mailto:wdmanager@nellen.org.au)