

Illawarra Aboriginal Corporation

Information Pack – Training & Placement Coordinator



Position:

This application package includes information about the Illawarra Aboriginal Corporation, the relevant program and the employment position. Please ensure that you read the position description and the selection criteria.

Required Documents:

Applications **must** include the following, without these documents your application will not be considered

- A **cover letter**
- An up to date **resume/CV** including a list of referees (preferably including one from your most recent employer)
- Detailed response to the **Selection Criteria** outlining how you are able to demonstrate you meet the criteria for the position. This can form part of your covering letter
- A copy of your **Confirmation of Aboriginality** (if listed an essential criteria)

Closing Date: 4pm Tuesday 30th April 2019

Applications sent via email to IAC employees or to other addresses will not be considered

By email (preferred) jobs@iac.org.au	By Post Illawarra Aboriginal Corporation Attn: Warrigal Manager PO Box 5457, Wollongong NSW 2520	By Hand Illawarra Aboriginal Corporation 102 Auburn Street Wollongong NSW 2500
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Position Details:

Term	Fixed term contract to 30 June 2020
Location	Wollongong
Award	Labour Market Assistance Award 2010 Training and Placement Coordinator
Pay	From \$28.58 per hour Hourly Rate plus superannuation dependant on skills and experience
Designated Position	<i>This position is an Aboriginal Identified position authorised under S14 of the NSW Anti Discrimination Act 1977</i>

Selection Criteria:

A detailed response to the below selection criteria should be included with your application

1. Demonstrate your experience providing advice, career planning, resume writing, job application assistance and interview skills coaching
2. Provide details of previous experience providing recruitment services to both employers and job seekers
3. Provide examples of experience creating and delivering training (accredited and/or non-accredited)
4. Provide details of your qualifications. Do you have or are you able to commit to working towards a Certificate IV in Human Resources and a Certificate IV in Training and Assessment or related qualification
5. Demonstrate proven skills and experience building relationships with local organisations to identify and develop apprenticeship, traineeships and employment opportunities for Clients.
6. Demonstrate experience building effective relationships with agencies, training provides and other relevant stakeholders

Overview

The Illawarra Aboriginal Corporation (IAC) was formed in 1980 for the purpose of achieving excellence in providing advocacy and culturally appropriate services to meet the social, cultural and economic needs of Aboriginal and Torres Strait Islander people in the Illawarra Region.

Warrigal Employment is IAC's Aboriginal Employment, Training and Community Support unit aiming to improve the lives of Aboriginal people through training, employment, community involvement and community development. Warrigal Employment aims to

- 'Close the Gap' between the rates of Indigenous and non Indigenous Employment
- Support Indigenous people to achieve their employment aspirations
- Provide Culturally appropriate programs to service the needs of the Local Indigenous Community

The Jobs, Land and Economy program (JLEP) is a program funding through the Prime Minister and Cabinet's office supporting people to find and stay in work enabling a better future for Aboriginal and Torres Strait Island communities.

Position Purpose

The Training and Placement Coordinator is responsible for working with local employers to increase the number of employment placements in the Illawarra region for the Aboriginal community, as well as identifying and coordinating the job requirements and training options to provide job seekers with the necessary skills to gain and retain employment.

Key Accountabilities & Responsibilities

- Engage with local organisations and employers building relationships and identifying appropriate employment opportunities for clients and raising the profile of Warrigal Employment as an employment services provider
- Conduct ongoing research on the local labour market identifying trends, changes and new opportunities and employers in the market
- Assist Manager to develop relationships with employers to engage the services of Warrigal Employment to develop and implement their Indigenous employment and general recruitment activities
- Meet with job seeker clients and discuss their employment status and career aspirations
- Conduct career planning session and assessments to determine current client skills and their job seeking and training needs
- Develop client career plans including but not limited to identifying achievable outcomes, training goals, resume and application preparation, job readiness skills and interview coaching
- Maintain client records including hard and soft copy files noting all training and assistance provided
- Plans are to be living documents regularly reviewed and updated to reflect clients changing needs and or status
- Ensure all data is up to date to ensure adhoc and scheduled reports are accurate
- Ensure that all milestone paperwork (training, commencement, 13 week and completion etc.) is lodged in time to facilitate payment claims
- Develop relationships with JobActive providers referring clients as appropriate and ensuring further support is provided to clients' needs when placed in training or employment
- Conduct the regular face to face and remote contacts with client to ensure training and employment outcomes are achieved
- Liaise with mentor to connect with clients and assist with facilitation of mentoring where required
- Assist the Manager with development and preparation for employer's information sessions and large recruitment drives
- Identify and coordinate training projects to assist client development and provide skills to facilitate ongoing employment
- Create and facilitate pre-employment programs to assist client development and provide skills to ensure placements for the Aboriginal community
- Assist Manager to develop advertising and marketing strategies to raise awareness of Warrigal Employment attracting both employers as well as candidates not already registered with Warrigal Employment

- Maintain a record of activities coordinated or referred to, how they supported the client, success of activity and feedback from clients
- Maintain records for clients and employers as required by funding bodies, IAC policy or legislation
- Report weekly activities of employment and training (forecasted and achieved) outcomes
- Provide information and support to employers regarding training any other incentives to assist employees maintain their employment and develop their skills
- Assist the Manager with the preparation of monthly, quarterly and annual reports for government departments in an accurate and timely manner
- Provide Finance with reports on identified key milestones for invoicing, claims management etc
- Liaise with other IAC departments to identify other IAC services suitable for clients.
- Notify the Manager of any identified conflicts of interest, risks or contentious issues that may impact upon Clients or the IAC as soon as possible.

General

- Complete reports to Manager within designated timeframes (weekly, monthly, quarterly etc.) including statistics about service activities and outcomes. Reports to detail activities and achievements in accordance with the JLEP program deliverables.
- Use initiative to identify improvements to processes, tasks and quality of the service.
- Notify the Manager and report all cases of suspected risk of abuse or harm to children and young persons to Community Services and/or other authorities as required by current legislation
- Maintain a current and full understanding of Confidentiality Policies and Procedure.
- Participate in organisational events, development and strategic planning activities
- Participate in internal and external meetings, inter-agency events, job expos and other relevant activities in a manner which contributes to the positive development of the program
- Positive promotion of IAC at all times especially when in public forums, liaising with clients or other outside personnel
- Comply with all IAC policies and procedures and statutory obligations as amended from time to time
- Comply with all workplace health and safety and equal employment opportunity initiatives to contribute to a safe, healthy, equitable and ethical workplace
- Carry out other duties as may be directed by management that are within your competency or training
- Work in accordance with lawful and reasonable management directions.

Relationships

Internal	
Manager	Daily to provide regular updates on Clients and issues. Receive guidance on related issues Provide information, advice and contribute to decision making. Identify emerging issues/risks and their implications and propose solutions.
Team members and other internal stakeholders	Daily to share information as appropriate and receive and provide advice on related issues. Consult and collaborate to ensure administration standards are met, develop solutions and strategies to meet deadlines and develop solutions Collaborate to ensure clients are aware of all IAC services available to them.
External	
Clients & Employers	Maintain professional relationship sharing information and providing support to ensure the wellbeing of the Client and Employers goals are being achieved Maintain professional supportive relationship to ensure that information flow is two ways and issues are raised and dealt with in a prompt proactive manner
Service Providers, Agencies, Community Services & other Stakeholders	Provide information as required on client related matters Engage to build awareness of, input into and ongoing success of the program Engage and consult in the resolution of client issues

Key Performance Indicators

- Demonstrate efficient and effective, onboarding, assessment, mentoring and support of clients
- Demonstrate ongoing identification and constructive relationship building with local employers resulting in growth of business for Warrigal Employment
- Demonstrate proactive engagement with training providers, local employers, organisations and agencies ensuring the program is able to deliver relevant services to assist Clients and employers
- Develop, obtain approval of, implement and manage a Promotions & Communication and Stakeholder Engagement Plans. Provide reports on effectiveness of promotional activities with community, stakeholders, employers and Clients
- Develop new business relationships and stakeholder engagement by attending community and/or business events e.g. Sorry Day, NAIDOC, Business Chambers before hours and after hours meetings
- Demonstrate proactive engagement with the community and success in raising awareness and uptake of the JLEP program
- Maintain and update JLEP records and database ensure that all client, training and employer files and records the data is accurate and current at all times
- Client targets are met within the required time frames and reported upon Monthly. Complete on achievement milestone paperwork ensuring funding is received as efficiently as possible
- Provide reports on a regular basis on outcomes and achievements from meetings, forums etc.
- Provide weekly and monthly updates to the Manager via reports, client status reviews and/or team meetings
- Demonstrate referral to and utilisation of other IAC services for Clients
- Immediately report all incidents or concerns subject to mandatory reporting requirements. Complete required paperwork as soon as possible.
- Attend required staff meetings and scheduled training and development events.
- Obtain consistently positive feedback from peers, managers, Clients and external stakeholders

Qualifications & Skills

Essential

- Experience providing advice, career planning, resume writing, job application assistance and interview skills coaching
- Experience providing recruitment services to both employers and job seekers
- Experience creating and delivering training (accredited and/or non-accredited)
- Attainment of or commitment to working towards a Certificate IV in Human Resources and a Certificate IV in Training and Assessment or related qualification
- Proven skills and experience building relationships with local organisations to identify and develop apprenticeship, traineeships and employment opportunities for Clients.
- Demonstrated experience building effective relationships with agencies, training providers and other relevant stakeholders
- Strong computer skills including database entry, word processing and Microsoft Office suite of programs
- Demonstrated excellent administration and organisation skills including time management and the ability to juggle multiple priorities and meet deadlines
- Ability to work in a team and with minimal supervision
- Thorough understanding of Work Health & Safety obligations.

Mandatory

- Confirmation of Aboriginality
- Current unencumbered NSW Driver's Licence
- Current Working with Children Check
- Current National Police Check

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