

Position Description

Title	Industry Job Creation Specialist
Business Unit	Employment Services
Location	Heidelberg or Broadmeadows Hub
Employment type	Full time Maximum Term until March 2023
Reports to	Service Leader

About Uniting

Uniting Vic.Tas is the community services organisation of the Uniting Church. We've been supporting people and families for over 100 years. We work alongside people of all ages in local communities in Victoria and Tasmania. Our services reach to Albury-Wodonga in the north, Mallacoota in East Gippsland, the Wimmera region in the west, and across Tasmania.

We empower children, young people and families to learn and thrive. We're there for people experiencing homelessness, drug and alcohol addiction or mental illness. We support people with disability to live the life they choose. We assist older people to maintain their independence and enjoy life. We provide opportunities to access training and meaningful employment. We're proud to welcome and support asylum seekers to our community. We work to empower people with the information, skills and tools they need to live a healthy, happy life.

As an organisation, we work in solidarity with Aboriginal and Torres Strait Islander people as Australia's First Peoples and as the traditional owners and custodians of this land.

We celebrate diversity and value the lived experience of people of every ethnicity, faith, age, disability, culture, language, gender identity, sex and sexual orientation. We welcome lesbian, gay, bisexual, transgender, gender diverse and non-binary, intersex, and queer (LGBTIQ+) people at our services. We pledge to provide inclusive and non-discriminatory services.

Our purpose: To inspire people, enliven communities and confront injustice

Our values: We are imaginative, respectful, compassionate and bold

1. Position purpose

JOBS NOW is a place-based employment project that places Participants into local jobs in tenancy and property management, facilities maintenance and security.

The Industry Job Creation Specialist is responsible for referring and marketing Participants into targeted areas of employment and assessing and providing suitable and relevant employment opportunities. The role is required to build relationships with employers, hosts and JOBS NOW Participants in order to obtain and maintain meaningful on-going employment opportunities.

2. Scope

Budget:

Nil

Position Description

Industry Job Creation Specialist

People:

Nil

3. Relationships

Internal

- Head of Employment
- Business Leaders
- Service Leaders
- All Uniting program staff
- JOBS NOW Employment Coaches

External

- Employment & community service providers/ job seekers
 - Employers
 - JOBS NOW community service partners
 - Government funding bodies
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4. Key responsibility areas

Service delivery

- Assist with account management to key employers which include sourcing relevant training, conducting workplace assessments and implementing recruitment solutions to meet current and future business needs
- Negotiate job placement opportunities with employers through targeted marketing that reflect jobseeker capabilities and meet business needs
- Negotiate individual and group work experience, work trials and other employer incentives to maximise job opportunities
- Knowledge of contemporary recruitment practices and procedures, or experience working in Labour Market Programs aimed at employment outcomes
- Demonstrated experience in basic reporting and monitoring of participant information including the capacity to research and prepare community and hosts reports
- Organisational skills and the capacity to pay attention to detail
- Assist to conduct pre screenings of all referred Participants
- Job vacancies, referrals and placements to be lodged into the IT platform
- Provide follow up contact and support to Participants and employers once employment has commenced
- To promote the growth of employment outcomes through active promotion of JOBS NOW
- Completion of a broad range of documentation as per contractual & program requirements. Documentation must be accurate, up to date and submitted in a timely manner.
- To be available to work at various sites when required by management
- Keep informed through attendance at meetings, internal electronic communication and staff notice boards
- Foster collaboration and team work within and across programs and services

Communication

- Written and verbal communication skills are required
- Demonstrate active listening
- High level negotiation and conflict management skills

Leadership & Teamwork

- Create, evolve and inspire a collaborative, supportive and positive participant focused team culture
- Deliver high quality customer services that result in excellent participant outcomes in compliance with relevant team performance and outcome indicators, internal and external standards and obligations and Uniting's policies and procedures

Position Description

Industry Job Creation Specialist

- Work collaboratively and positively with team members to consider and resolve complex customer problems
- Escalate and report project variations to the Business Leader where necessary
- Support productive working relationships and promote work-life balance

Continuous Improvement

- Identify opportunities for improvement to services, provide and recommend changes to procedures and standards that impact beyond own team
- Take action to promote or implement new ideas and encourages others to do so

Building Relationships

- Understand relevant stakeholder relationships and the importance of these to the organisation
- Assist with building and maintaining professional stakeholder relationships
- Develop and maintain effective relationships with key stakeholders including Participants, employers, families, peak bodies, community service organisations, relevant professionals and government officials

Personal accountability

- Compliance with Uniting's values, code of conduct, policies and procedures and relevant government legislation and standards where relevant.
- Cooperate with strategies to actively ensure the safety, protection and well-being of children who come into association with us.
- Ensure appropriate use of resources.
- Work collaboratively with Uniting (Victoria Tasmania) employees and external stakeholders in accordance with Uniting's values and professional standards of behaviour.
- Actively participate in initiatives to maintain, build upon and promote a positive and collaborative workplace.
- Identify opportunities to integrate and work collaboratively across teams.
- Take reasonable care for your own health and safety, and health and safety of others (to the extent required).
- Promote a positive safety culture by contributing to health and safety consultation and communication.
- Promptly respond to and report health and safety hazards, incidents and near misses to line management
- Attend mandatory training sessions (i.e. equal employment opportunity, health, and safety) and mandatory training specific to position.
- Declare anything that you become aware of through the course of your engagement which may impede your suitability to work with children and/or young people.

5. Performance indicators

- Successfully place JOBS NOW Participants into sustainable employment opportunities aligned to their IEPs
- Work with internal stakeholders, in particular Housing and Property, to source and place Participants into roles within Uniting's Property team
- Work with external stakeholders, in particular community housing providers, to source and place Participants into roles within organisations
- Monthly performance targets are met

6. Person specification

Qualifications

- Desirable: Relevant professional, management and / or tertiary qualifications

Licenses:

- Current Australian driver's license

Position Description

Industry Job Creation Specialist

Experience

- Essential: Extensive experience in the Industry Engagement / Sales [B2B] & [B2C] / Business Development field, experience working in a target driven environment

Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting's values.
 - **Safe environments:** Demonstrated ability to provide safe environments for children and young people and protect them from abuse and neglect.
 - **Teamwork:** willingness to be proactive and help others, contribution to the continuous improvement of a positive, collaborative and effective work environment
 - **Achieves results:** Focused on optimal outcomes for Participants
 - **Professionalism:** Executes day-to-day activities in a positive, friendly and enthusiastic manner.
 - **Culturally Aware:** Values diversity as a strength and positively utilises diversity
 - **Participant Focused:** Prioritises needs of Participants
 - **Communication:** High level verbal, written and interpersonal skills
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7. We are a child safe organisation

Uniting is a child safe organisation and is committed in everyday practice to ensure the safety and wellbeing of all children, at all times. As a child safe organisation, employment with Uniting is subject to a satisfactory national (and international where relevant) police check and relevant Working With Children Check (and NDIS Worker Screening Check where relevant) to your State prior to commencement of any paid or unpaid work and/or participation in any service or undertaking.

This position description is subject to review and may change in accordance with Uniting's operational, service and consumer requirements.

8. Acknowledgement

I have read, understood, and accepted the above Position Description

Employee

Name:

Signature:

Date:

