

Human Resources

Position Description



Position Title:	Industry Specialist Consultant
Responsible To:	Site Manager DES / Team Leader Transition to Work
Location:	Employment Services Sites
Hours:	76 hours per fortnight but subject to organisational requirements

Position Overview

The Industry Specialist Consultant is responsible for proactively developing and maintaining ongoing relationships with key stakeholders to deliver high quality and effective recruitment services to meet workforce and labour market demands in accordance with the Global Service Model (GSM). The Industry Specialist Consultant sources suitable labour market opportunities for Status Participants with a focus on outcomes that will lead to sustainable employment. Integral to this role is a strong understanding of local labour markets, including current and future opportunities, and effectively engaging with employers, complementary service providers and other stakeholders who assist Participants in gaining sustainable employment.

Personal Attributes

You will be a mature minded team player with a high level of interpersonal communication and organisational skills. You will possess marketing, liaison and negotiation skills and be able to build strong relationships with a broad range of key stakeholders while professionally and ethically representing the Organisation. You must be able to demonstrate efficient and effective strategies to positively assist Status Participants into the workforce by working with employers to ascertain their critical workforce requirements in order to meet their recruitment and staff retention needs.

Responsibilities

The Industry Specialist Consultant is responsible for:

- Ensuring all Key Performance Indicators (KPI) are achieved
- Matching employers with job ready Participants to meet their workforce needs
- Identifying, developing and maintaining effective relationships with employers within specific high demand industries
- Delivering quality and effective recruitment services to employers
- Canvassing employers for suitable employment, apprenticeship, and traineeship opportunities
- Maintaining an current knowledge on both Federal and specific State funding available to employers for hiring Participants on apprenticeships and traineeships
- Actively reverse marketing Participants to suitable opportunities with existing and new employer networks
- Advocating the advantages of increasing diversity in the workplace to employers on behalf of our Participants
- Working with employers to assess the suitability of their workplaces and providing solutions for employment of Participants with mobility issues
- Undertaking 12 weekly Participant reviews and skills assessments as a member of the Facilitation Team to determine appropriate Participant servicing strategies, interventions, and activities
- Maximising Participant employment opportunities by facilitating access to other appropriate funding available to Participants and employers
- Undertaking job carving activities to meet employer needs and assist Participants into employment
- Marketing Upskill Reskill RTO training programs to key stakeholders
- Undertaking quality and compliant Placement Management Services including creating, monitoring and reviewing Host Agreements and Risk Assessments
- Identifying and resolving employer vocational and non-vocational workforce development needs through collaboration with the Upskill Reskill RTO and BlueSky Mind Studio
- Active contribution and collaboration as a key member of the Facilitation Team
- Utilising wage subsidies in marketing Participants to employers to maximise employment outcome achievement
- Collaborate with Employment Consultants and Link Workers to provision work attire, clearances, licences and other work related items for Participants

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- Ensuring Participant skills and abilities are appropriately marketed and promoted through Employment Hot Prospects and relevant social media platforms
- Facilitating and engaging in internally hosted and external stakeholder networking events including job expos and fairs
- Attending and participating at Local Jobs Program meetings and other government departmental initiatives
- Promoting and representing all services delivered by the Organisation to stakeholders
- Facilitating the Work Links Program to provide industry awareness experiences, interview coaching and employer engagement opportunities
- Conducting administrative activities consistent with Government Authority Deeds, guidelines and Organisational requirements
- Participating in professional development and training as required
- Involvement and participation in Status meetings and functions as required
- Other duties as directed by Site Manager DES and/or Team Leader Transition to Work.

Quality Standards, Regulations and Responsibilities

The Industry Specialist Consultant is responsible for ensuring that the following regulations, standards and codes are complied with:

- The Organisation's Policies and Procedures
- Performance and Quality Framework
- Government Authority Contractual requirements
- Government Authority Code of Practice and relevant Service Guarantee
- Government Authority Complaints Procedures
- Government Authority Deed and Guidelines
- ISO 9001
- ISO 27001
- Appropriate authority regulations
- Relevant legal, professional and ethical obligations
- The Organisations Work Health and Safety System
- Work Health and Safety Act 2012

Qualifications

- Substantial industry or Employment Services experience and/or exposure in a relevant sales or recruitment role is essential

Key Skills/Attributes

- Ability to develop and maintain ongoing relationships with all key stakeholders
- Ability to effectively place Participants into sustainable employment that leads to full outcomes
- Proven ability to implement innovative outcome-focussed strategies
- Demonstrated experience in meeting and exceeding KPI's
- Understanding of barriers to employment faced by Participants and the effects of unemployment
- Excellent organisational skills
- Advanced communication, interpersonal, collaboration and negotiation skills
- Effective positive problem solving and conflict resolution skills
- A knowledge of local labour market and industry trends and employment opportunities
- An understanding of relevant legislation including Anti-discrimination, Equal Employment Opportunity, Work Health and Safety, Privacy and Freedom of Information
- Computer literate in Microsoft Office, Outlook, internet and databases systems
- An impeccable reputation for honesty, trustworthiness and fiduciary integrity
- Knowledge and experience working with Indigenous clients and other culturally diverse backgrounds

Desirable Skills/Attributes

- Experience working with disadvantaged Participant groups such as people with disability, from culturally and linguistically diverse backgrounds, drug and alcohol dependency, homelessness, domestic violence and psychological disorders, is desirable.

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Additional Factors

- Driver's license essential
- This position may require occasional attendance at meetings or training outside normal business hours
- National Police Clearance prior to commencing employment
- Working with Children Check
- Current COVID-19 vaccination schedule

Selection Criteria

- Proven ability to build relationships with employers in order to source suitable vacancies
- Proven ability to effectively place Participants into jobs that lead to sustainable employment outcomes
- Highly developed communication, interpersonal and liaison skills with a strong emphasis on building networks and relationships with employers

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