

Human Resources

Position Description



E9.PD-78

Position Title:	Employment Engagement Consultant – IEA
Responsible To:	Employment Service Area Manager – IEA
Location:	Employment Services Sites
Hours:	76 hours per fortnight but subject to organisational requirements

Position Overview

The Employer Engagement Consultant: IEA is responsible for proactively developing and maintaining strong relationships with Employers to identify employment, apprenticeship and traineeship opportunities for IEA Participants matched to their skills, experience and work preferences. In line with the Organisations Global Service Model (GSM), the role will deliver high quality and effective recruitment services to Employers and connect Participants with Employers to meet their workforce demand and facilitate employment placements. Integral to this role is a strong understanding of local labour markets, including current, high demand and emerging industries and effective collaboration with IEA service delivery teams, Employers and key stakeholders to assist Participants in achieving, long term, sustainable employment.

Personal Attributes

You will be self-motivated and outcome focused with high levels of interpersonal, communication and organisational skills. You will possess marketing and negotiation skills and be able to build strong relationships with a broad range of key stakeholders while professionally representing the Organisation. You must be able to demonstrate initiative and effective strategies to positively assist youth Participants into the workforce by engaging with Employers, ascertaining their workforce needs and brokering employment placements.

Responsibilities

The Employment Engagement Consultant – IEA responsibilities include:

- Ensure all Key Performance Indicators (KPIs) are achieved
- Actively reverse market Participants to Employers aligned with their skills, experience and work preferences
- Canvas Employers for suitable employment, apprenticeship and traineeship opportunities
- Promote job-carving opportunities with Employers, matched with Participant capabilities
- Deliver high quality, effective and holistic recruitment services to Employers
- Match and connect Employers with suitable Participants to meet their workforce needs
- Identify, develop and maintain effective Employer relationships in high demand and emerging industries
- Collaborate with IEA service delivery staff to determine Participant servicing strategies, interventions and activities to improve Participant job readiness
- Engage with Participants in group and individual formats to provide career guidance, industry awareness, interview coaching and to promote employment opportunities
- Facilitate the provision of Participant work attire, clearances, licenses and other work-related items in partnership with IEA service delivery staff
- Promote Participant Wage Subsidies to Employers to maximise employment outcomes
- Maintain and impart knowledge on Federal and State Government funding available to Employers hiring apprentices, trainees and marginalised and disadvantaged cohorts
- Educate Employers in creating youth appropriate workplaces and workflows to support employee retention
- Collaborate with GSM hubs, including Pivot Training, BlueSky Mind Studio and Impact8, to support Employers to address workforce skill and capability short falls
- Identify and facilitate observational work experience and volunteering opportunities for Participants to build job readiness and meet Employer workforce demand
- Participate in internal and external networking and industry events, including employment expos
- Engage with the Local Jobs Program and other Government departmental initiatives
- Conduct administrative activities consistent with the Inclusive Employment Australia, Guidelines and Organisational Policy and process
- Participate in professional development and training as required
- Involvement and participation in Eighty9 Limited meetings and functions as required
- Other duties as directed

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Quality Standards, Regulations and Responsibilities

The Employment Engagement Consultant – IEA is responsible for ensuring that the following regulations, standards and codes are complied with:

- The Organisation's Policies and Procedures
- Government Authority Contractual requirements
- Government Authority Code of Practice and relevant Service Guarantee
- Government Authority Complaints Procedures
- Government Authority Deed and Guidelines
- Performance and Quality Framework
- National Standards for Disability Services
- ISO 9001: 2015
- ISO 27001: 2022
- Appropriate authority regulations
- Relevant legal, professional and ethical obligations
- The Organisations Work Health and Safety System
- Work Health and Safety Act 2012

Qualifications

- 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 key stakeholders
- Ability to effectively place Participants into suitable and sustainable employment
- Demonstrated experience in meeting and exceeding KPI's
- Excellent organisational and time management skills
- Advanced communication, interpersonal, collaboration and negotiation skills
- Proven ability to implement innovative, outcome-focused strategies and problem solve
- Understanding of barriers to employment faced by youth, marginalised and disadvantaged Participants
- Knowledge and experience working with youth, Indigenous clients, people with a disability and Participants from culturally and linguistically diverse backgrounds
- A knowledge of the local labour market, industry trends and employment opportunities
- An impeccable reputation for honesty, trustworthiness and fiduciary integrity
- Computer literate in Microsoft Office, Outlook, internet and databases systems

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.

Additional Factors

- Driver's license is essential (alternative transport means by negotiation)
- 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 – state based

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