

Human Resources

Position Description



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| Position Title: | Partnerships Consultant: Workforce Connect |
| Responsible To: | National Operations Manager: Workforce Connect |
| Location: | Eighty9 Limited Sites |
| Hours: | 76 hours per fortnight but subject to organisational requirements |

Position Overview

The Partnerships Consultant: Workforce Connect supports Partnerships Managers: Workforce Connect to ensure the ongoing success of the Organisations' stakeholder relationships and our business brands such as Status, BlueSky Mind Studio, Pivot Training and Impacteight to drive growth of Participants in to the Organisation. The Partnerships Consultant: Workforce Connect will work across key contract areas within the Organisations *Global Service Model (GSM)* to continue to build and maintain key partnerships. Contributing to the contractual and financial success of the Organisation, the Partnerships Consultant: Workforce Connect will also effectively market Eighty9 Limited and its brands to meet industry, sector, community and employer workforce needs.

Personal Attributes

You will be a mature-minded individual with developed sales, interpersonal communication and organisational skills. You will possess marketing, liaison and negotiation skills and be able to maintain strong relationships with a broad range of key stakeholders while professionally and ethically representing the Organisation. You must have strong administration skills. You must be self-motivated to positively grow the impact of Eighty9 Limited. You must be a flexible, outcome-focused individual possessing a strong can-do attitude.

Key Responsibilities

The Partnerships Consultant: Workforce Connect is responsible for:

- Facilitate communication between internal teams and external partners to ensure smooth collaboration and information flow
- Assist in the coordination and execution of partnership projects and initiatives, including screening participants for suitability, tracking progress, deadlines, and deliverables
- Support the development and maintenance of relationships with key stakeholders, including employers, community organisations, schools, and government departments
- Coordinate event invitations, registrations, and follow-up communications with Participants
- Facilitate and engage in internally hosted and external stakeholder networking events, including job expos and fairs, by providing logistical support, as required
- Attend and participate in Eighty9 meetings and functions, as required
- Facilitate group information sessions for Participants and stakeholders
- Identify, develop, and maintain effective relationships with employers with specific induction and training needs
- Promote and represent all brands and services delivered by the Organisation to stakeholders
- Participate in professional development and training, as required
- Conduct administrative activities consistent with Government Authority Deeds, guidelines, and Organisational requirements
- Assist with the collection, analysis and reporting of data related to partnership activities and performance metrics
- Any other duties as directed

Quality Standards, Regulations and Responsibilities:

The Partnerships Consultant: Workforce Connect is responsible for ensuring that the following regulations, standards and codes are complied with:

- The Organisation's Policies and Procedures
- The government authority Contractual requirements and specifications
- The government authority Code of Practice and relevant Service Guarantees
- The government authority Complaints Procedures

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- ISO/IEC 27001:2023 Information Security Management System
- ISO:9001 Quality Management System
- National Standards for Disability Services
- NDIS Practice Standards and Quality Indicators
- Performance and Quality Framework
- Work Health and Safety Act 2012
- The Organisations Work Health and Safety System
- Appropriate authority regulations
- Relevant legal, professional and ethical obligations

Qualifications:

- Previous experience providing administration support and coordination, preferably in a sales or business development role
- Experience in developing sales or business development activities is desirable

Key Skills/Attributes:

- Demonstrated ability to build collaborative and strong relationships with a broad range of key stakeholders
- Exceptional understanding of the government funded employment programs and an ability to interpret contract requirements
- Excellent organisational skills, able to manage own workload, identify priorities, and meet deadlines
- Exceptional interpersonal skills and an ability to communicate at all levels with management, staff, stakeholders and community
- Advanced communication, interpersonal, and negotiation skills
- Strong positive problem solving and conflict resolution skills
- Demonstrated ability to take initiative and maintain self-motivation
- Strong business acumen and a proven ability to work with key performance indicators (KPI's) and targets to achieve and exceed performance and financial objectives
- Demonstrated ability to show initiative, and to professionally and ethically represent the organisation
- Knowledge of relevant legislation including Anti-discrimination, Equal Employment Opportunity, Occupational Health and Safety, Privacy and Freedom of Information
- Well-developed IT knowledge and experience with the capacity to work with the Government Authorities IT system
- Knowledge and experience working with Youth, Indigenous Participants, and other culturally diverse backgrounds
- Experience working with disadvantaged groups such as people with disabilities, drug and alcohol dependency, homelessness, domestic violence, and psychological disorders
- An impeccable reputation for honesty, trustworthiness, and fiduciary integrity
- Able to build positive relationships with management, HR and senior staff across a range of industries, local government and the not-for-profit sector

Additional Factors:

- Driver's license and reliable motor vehicle is essential
- National Police Clearance
- Working with Children Check
- NDIS Worker Screening Clearance
- This position may require occasional attendance at meetings or training outside normal business hours
- Current COVID-19 vaccination schedule

Selection Criteria

- Developed sales, interpersonal and business development skills that are effective in winning business and maintaining long-term relationships with key stakeholders
- Experience in Employment Services, Disability Services, NDIS, or Registered Training Organisations is desirable
- Proven ability to work collaboratively as part of a dynamic, targets and outcomes focussed team as well as operating autonomously

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- An understanding of the role that training and employment plays in moving disadvantaged people towards employment
- A sound understanding of the attitudinal barriers that potential employers and key stakeholders may have toward people who are unemployed or from disadvantaged groups and the ability to address these concerns