

Career & Transition Officer

Base Location:	Cairns Office	Reports To:	Cairns Manager
Region:	Cairns ESA	Role Identification Date:	December 2017
Resources:	Work Computer, Work Mobile	Industrial Instrument:	VPG Collective Agreement
Contract Period:	9 – 12 Months (Maternity Contract Period)	Inclusive Salary Range:	\$60,000 - \$69,000 (Commensurate to experience) + Salary Benefits

About us

VPG is a non-profit organisation that has been improving child and youth transitions in Far North Queensland for over 20 years. With 5 Centres in Cairns, Yarrabah, Innisfail, Atherton & Mareeba, we have assisted thousands of young people. We seek to empower youth, strengthen families and build the capacity of education, industry and communities through quality partnerships. www.vpginc.com.au

About our thinking

VPG uses the concept of Advantaged Thinking to direct the way we work with young people. VPG acknowledges that young people have a vital contribution to make to the social and economic life of our communities and society, and that to do so all young people should have access to the opportunities and social networks that facilitate this social and economic participation. VPG invests in building young people's abilities, harnessing them for personal as well as social good.

By making a positive investment in young people, the approach focuses on developing their assets, and on co-creating solutions – real jobs, real education and real community connections – to enable them to achieve independent adulthood.

About our values

At VPG our exceptional organisational culture is aligned to our values. You will be part of a team that is **compassionate, generous, inclusive, responsible** and **fun** and we expect you to demonstrate these behaviours throughout your career with us.

About the position

You will work within a dynamic Cairns team to create real-world opportunities to increase young people's exposure to the world of work, and to gain experience in real workplaces that are matched to aspirations:

- Industry visits & training tasters
- Work Experience & Structured Work Placement
- Volunteering
- Internships
- Industry Mentors
- Employment
- Post Placement Support

Key Responsibilities – Service Delivery

- Act as a participant focused, values based team member and work collaboratively with staff within our Advantage Thinking approach.
- Implement solutions within the model of practice including work experience, volunteering, industry visits, industry mentors/guest speakers, internships and employment opportunities.
- Provide quality careers/industry/labor market information relevant to young people's needs and career goals.
- Build and maintain relationships with employers, industry bodies and local government to identify current and future opportunities.
- Undertake participant interviews and deliver career workshops and information sessions to young people, parents and school personnel.

- Identify employer's recruitment needs and processes, working with VPG Youth Development Coaches to ensure VPG candidates are properly prepared and suitable for available vacancies.
- Undertake a risk assessment before the commencement of participant activities and complete all activity placement insurance and associated paperwork as per procedures and legislation.
- Maintain accurate, up-to-date data entry records in required databases.
- Contribute to the design and development of resource materials for use in the delivery of the program.
- Monitor the implementation of processes and standards to ensure compliance with all standards, contracts, legislative and funding requirements.
- Maintain confidentiality and privacy in all matters relating to staff, participants and procedures.
- Assist in the preparation and presentation of applications, reports, submissions and recommendations as directed.
- Maintain up-to-date output and outcomes data for all participants as per procedure.

Key Responsibilities – Integrity & Productivity

- Ensure behaviour during all work interactions is aligned to our values of being compassionate, generous, inclusive, responsible and fun.
- Foster a culture of excellence in service delivery.
- Comply with all VPG and associated Government policies and procedures.
- Actively contribute and participate as a VPG team member across all programs exchanging ideas and information on a regular basis.
- Maintain and develop your professional skills, seeking opportunities to ensure a high level of technical proficiency and personal effectiveness.
- Fulfil other tasks that your Manager reasonably asks you to perform.
- Maintain an understanding of all VPG services to confidently communicate with and promote to external stakeholders.
- Understand the nature of risk when undertaking daily duties and the importance of complying with relevant legislation and service standards, reporting any known breaches to their Manager.
- Undertake a range of duties to ensure the smooth running of VPG Centres including but not limited to reception, washing up, emptying rubbish, putting away equipment, checking mail, maintaining vehicles, purchasing supplies.

About you

Qualifications

- A tertiary qualification in HR, business development, sales & marketing or a related field would be highly considered.

Mandatory Requirements

- A current QLD Driver's License.
- Current Clear Australian Police Check provided prior to commencement.
- Eligibility for a Suitability Card for Child Related Employment (Blue Card registration).
- Strong computer competency across Microsoft applications and ability to touch type.

Desirable Skills and Experience

- Business development and relationship building skills
- Exceptional organisational and time management skills
- Commercial acumen allowing you to understand the needs of the employer and potential industry growth opportunities across the region.
- Highly developed administration skills