

## STUDENT PLACEMENT OFFICER

<b>Base Location:</b>	Cairns VPG	<b>Reports to:</b>	SWEO, OM
<b>Resources:</b>	Laptop, Mobile	<b>Status:</b>	Full Time – 1Year Fixed Term
<b>Award:</b>	Labor Market Assistance Industry Award	<b>Salary</b>	\$75,000 - \$85,000
		<b>Expectations:</b>	commensurate with quals & experience

### About VPG & resourcing

VPG is a non-profit organisation that has been improving child and youth transitions in Far North Queensland for over 25 years. VPG's work experience program gives young people a valuable and rewarding insight into their future career path. VPG have been coordinating work experience placements for Far North Queensland Schools for 24 years, partnering with over 5,000 local employers. The Student Placement Officer is responsible for coordinating student placements, building and maintaining positive relationships with host organisations, and ensuring placement processes are practiced.

### Who we are looking for:

- A great communicator, connector and collaborator with the ability to build strong relationships with diverse stakeholders;
- A well organised and enthusiastic self-starter;
- An individual who is highly motivated and thrives working towards placement targets (Approx per week)
- An individual with strong computer competency across Microsoft applications;
- An individual that aligns with our organisational values and seeks to work for a 'for purpose' community organisation.
- You must hold a Valid Queensland Drivers Licence & Working with Children Blue Card.

### Major Responsibilities

- Undertake student placement interviews and deliver information sessions to young people, parents and school personnel.
- Coordinate consistent and high-quality student placements matched to preferred industry areas and students individual requirements.
- Build and maintain relationships with employers, industry bodies and local government to utilise as sustained/repeat Hosts for work experience.
- Source new employers in industry areas of need.
- Provide quality careers/industry/labour market information relevant to young people's needs and career goals.
- Support host organisations to complete a risk assessment before the commencement of placement and complete all associated paperwork as per procedures and legislation.
- Maintain accurate, up-to-date data entry records in required databases.
- Pre-empt, navigate and resolve school/student/parent issues/concerns associated with work experience program in a timely and professional manner.

**General Responsibilities:**

- Maintain and develop your professional skills, seeking opportunities to ensure a high level of technical proficiency and personal effectiveness.
- Act as a participant focused, values-based team member, working collaboratively within our Advantaged Thinking approach.
- Ensure behaviour during all work interactions is aligned to our values of being compassionate, generous, inclusive, responsible and fun.
- Actively contribute and participate as a VPG team member across all programs exchanging ideas and information on a regular basis.
- 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 transport, reception, washing up, emptying rubbish, putting away equipment, checking mail, maintaining vehicles, purchasing supplies.
- Any other responsibilities in line with the position as assigned by the CEO/OM.

**Additional information**

- Working Hours: This role may require you to infrequently attend meetings/events outside of business hours. Flexible Hours and Time off in Lieu available.
- Staff may be required to travel to Schools and Employers across the Cairns region and between VPG Centres for relevant activities/events.
- VPG has a mandatory closure over the Christmas/New Year period. Staff will be informed of actual closure dates in alignment with Fair Work requirements.
- VPG staff like to have fun, occasionally dress-up and generate lots of laughter – join us if this sounds like you.

**Advantaged 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.

## To Submit an Expression of Interest

- A Cover Letter explaining your interest in the role (PDF Format).
- A Resume, relevant qualifications & with 2 Professional Referees. (PDF Format).
- Response to Role Requirements either:
  - Max 2 Page Written Response or a
  - Pre-recorded video (Max 3 minutes) introducing your self and responding to the requirements of the role. Recorded on your phone is fine. Please ensure this is uploaded to an approved 3rd party service (Youtube or Dropbox) and shared via URL in your cover letter. Video's sent as an attachment do not meet our cyber security requirements and will not be viewed.
- Submit Queries/Applications to Angela Wienert - [angela@vpginc.com.au](mailto:angela@vpginc.com.au)

Nb. We conduct interviews during business hours 8:30am – 5pm; Applicants are asked to make themselves available on allocated Interview Days. Please note that only short-listed candidates will be contacted regarding their application.