

## Role Description

## Industry Liaison Officer (Generic)

### Inclusion and Diversity

We all have a role in making our workplace one that embraces and values diverse backgrounds, perspectives and life experiences, creating a workplace where [we all belong](#).

Reasonable adjustments may be discussed with your manager, approved and documented to support and promote human rights and diversity across the workforce.



Job Evaluation No.

**18519**

Content

Manager No.

**17/326791**

Work Unit

**Nominated School**

**Nominated Region**

**Early Childhood and State Schools Division**

Location

**Various locations throughout the State**

Classification

**AO3 Qld Public Service Officers and Other Employees Award - State 2015**

**36 ¼ hour week**

### Your employer

The Department of Education (DoE) is committed to delivering responsive services focused on equity and excellence to Queenslanders and their communities. We promote equity and excellence by our commitment to respect, protect and promote human rights. Our objectives are: a strong start for all children, every student realising their potential, fair and safe workplaces and communities, capable people delivering our vision. Our vision is one of equity and excellence in a progressive, high performing education system that realises the potential of every student.

For more information about the department, please visit our website at [www.qed.qld.gov.au](http://www.qed.qld.gov.au)

### Your opportunity

As the Industry Liaison Officer you will:

- Assist in the ongoing delivery of the School Based Apprenticeship program and assist in managing business and industry partnerships to maximise opportunities for secondary students.
- Establish and maintain effective networks and work collaboratively with business and industry groups to build strong and vibrant links that promote School Based Apprenticeships as a career pathway for students.

The Industry Liaison Officer reports to the Principal or nominated delegate.

### Your role

Responsibilities include:

- Source Australian School Based Apprenticeships (ASBA) opportunities for prospective students by actively seeking opportunities for student placements in industry and potential School Based Apprenticeships.
- Promote and market the benefits of the schools technical model to potential employers and other stakeholders and position School Based Apprenticeships as a career pathway preference for students within the region.
- Develop and maintain relationships with employers, training providers and apprenticeship support agencies.
- Form connections and develop partnerships between school and employers that will assist students to transition to employment and make effective career choices.
- Source vocational training opportunities for prospective students by actively seeking opportunities for student placement in transition to work programs.
- Provide regular updates of the program outcomes and help identify issues that may impact on the success of the program.
- Contribute to the development and implementation of the business plan and promotional materials, including marketing and communication strategies and initiatives.



- Work directly with schools, government, industry, business and community groups to form productive partnerships and develop networks to position School based Apprenticeships as a career pathway choice for students in the region.
- Develop and manage the work experience placement program, including monitoring students in the workplace, arranging visits where required and managing the preparation, collection and storage of records and data as required by policy.
- Be involved in the preparation and presentation of information sessions.
- Assist in the recruitment and process entry of students to the school.
- Provide a high level of client support to business and industry partners, establish feedback loops to ensure continuous improvement.
- Maintain an up to date knowledge of legislation relevant to the Australian School Based Apprenticeship program.
- Assist to develop the student induction and work readiness program.
- Recruit students to Registered Training Organisations and potential employers.
- Access, track and connect the progress data of students in the Vocational Education and Training pathway.
- Work in collaboration with the Senior Schooling team to monitor and track students achievement and outcomes.
- Develop and maintain effective relationships within and beyond the school community.
- Articulate legislation, policies and procedures governing apprenticeships and traineeships to internal and external clients.
- Other duties, consistent with the duties and responsibilities of the position as directed by the Principal, or nominated delegate.

#### **Other responsibilities (as required)**

- Other suitable duties, consistent with the duties and responsibilities of the position as directed by the supervisor or nominated delegate.

#### **A mandatory requirement of this role is:**

- In accordance with the [Working with Children \(Risk Management and Screening\) Act 2000](#) a person is prohibited from working in regulated child-related employment unless the person holds a current Working with Children Check clearance (blue card) issued by Blue Card Services.

### **Competencies – How you may be assessed**

[Leadership Competencies for Queensland](#) describes what highly effective, everyday leadership looks like in the public sector. In simple, action-oriented language, it provides a common understanding of the foundations for success across all of our roles within the department.

#### **Vision:**

- Leads strategically – thinks critically and acts on the broader purpose of the system.
- Stimulates ideas and innovation – gathers insights and embraces new ideas and innovation to inform future practice.
- Leads change in complex environments – embraces change and leads with focus and optimism in an environment of complexity and ambiguity.
- Makes insightful decisions – makes considered, ethical and courageous decisions based on insight into the broader context.

#### **Results:**

- Develops and mobilises talent – strengthens and mobilises the unique talents and capabilities of the workforce
- Builds enduring relationships – builds and sustains relationships to enable the collaborative delivery of customer-focused outcomes.
- Inspires others – inspires others by driving clarity, engagement and a sense of purpose.
- Drives accountability and outcomes – demonstrates accountability for the execution and quality of results through professionalism persistence and transparency.

#### **Accountability:**

- Fosters healthy and inclusive workplaces – fosters an inclusive workplace where health, safety and wellbeing is promoted and prioritised.

- Pursues continuous growth – pursues opportunities for growth through agile learning and development of self-awareness.
- Demonstrates sound governance – maintains a high standard of practice through governance and risk management.

### **Additional information**

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- This role description works in conjunction with the Candidate Information Package.