

Central Ranges Local Learning & Employment Network Inc



Partnership Broker

Position Description

Position Description

Position Title:	Partnership Broker
Organisation:	Central Ranges Local Learning & Employment Network
Position Reporting to:	Chief Executive Officer
Employment Type:	Contract till December 20 th 2013
Time Fraction:	1.0 EFT
Salary Package:	\$50,000 - \$55,000 per annum + 9% Superannuation
Car:	Fully Maintained Organisational Car (\$20,000)
Computer & Phone:	Macbook Pro Laptop 15" & iPhone with 1G monthly data
Date Prepared:	26 October 2010

About Central Ranges Local Learning and Employment Network Inc. (Central Ranges LLEN)

The Central Ranges LLEN is a network of organisations and individuals interested and involved in education, training and employment, and in particular how these relate to young people in the age range 10-19 years. The Central Ranges LLEN area includes the Shires of Murrindindi, Mitchell and Macedon Ranges and is one of 31 established by the Victorian Government to improve the education and employment options of young people. Central Ranges LLEN Membership is open to any individual or organisation with an interest in education, training and employment in the area. Central Ranges LLEN is an Incorporated Association and is a legal entity in its own right, managed by a Committee of Management elected from its membership.

The Position

The primary focus of this position is to broker partnerships that improve education, training and employment outcomes for young people 10-19 years of age. The position will work with a broad range of organisations and people from the following four (4) Key Stakeholder groups.

Key Stakeholders

- 1 Education Providers
- 2 Business and Industry
- 3 Parents and Families
- 4 Community Groups

This purpose of the role is to develop and facilitate the implementation of a quality model of partnership brokerage. Partnerships will be created to recognise the local situation, build on current practice and provide a streamlined approach to the development of sustainable partnerships that foster a strategic, whole of community approach to support young people's learning and development.

Communication - A Partnership Broker confidently conveys ideas and information in a clear and interesting way. Prepares complex briefs, letters, emails and reports using clear, concise and grammatically correct language. Edits written communications to ensure they contain the information necessary to achieve their purpose and clearly understands audience needs. Uses feedback to refine communication and ensure communications are understood. Handles difficult and sensitive communications well. Demonstrable skill and experience with all forms of information technology. Knowledge and application of Privacy Principles is essential.

Specialist Expertise - A Partnership Broker has knowledge of the education sector and demonstrated ability to build capacity within the sector. Well developed and demonstrated locally based networks. Awareness of and demonstrated capacity to build and apply knowledge of community strengthening and community capacity

building approaches in order to develop and strengthen education transition pathways in partnership with stakeholders/partners.

Relationship Building: A Partnership Broker establishes and maintains relationships with people at all levels. Promotes harmony and consensus through diplomatic facilitation. Forges useful partnerships with people across the four stakeholder groups. Builds trust and sustainable partnerships through consistent actions, values, integrity and communication with the maturity to recognise that accolades go to the partners not the broker.

Teamwork: A Partnership Broker cooperates and works well with others in the pursuit of organisational outcomes. Collaborates and shares information. Shows consideration, concern and respect for others feelings and ideas. Accommodates and works well with the different working styles of others. Encourages resolution of conflict within a group.

Conceptual and Analytical Abilities: A Partnership Broker deals with concepts and complexity comfortably. Uses analytical and conceptual skills to reason through problems. Has creative ideas and can project how these can link to innovations.

Duties:

1. To broker sustainable partnerships between key stakeholders at the local level, and where appropriate, the state and national levels to improve education and transition outcomes for all young people.
2. To influence and support the capacity building of local stakeholders to ensure young people in the region have access to rewarding learning and employment pathways.
3. To encourage active participation and engagement by relevant stakeholders in problem solving, planning, and ownership of partnerships that benefit all young people in the region, particularly those experiencing high levels of disadvantage.
4. To raise stakeholder awareness and understanding that enables them to identify the needs of young people, solutions that improve education outcomes and create seamless transitions and pathways to further education or employment for young people.
5. Liaise with all relevant stakeholders, including parents and families, schools, employers, industry, community agencies and Youth Connections providers.
6. Strengthen relationships between all stakeholders, and particularly between education and industry.
7. Ensure that all contractual requirements are met.
8. In consultation with other staff and the CEO assist in the preparation of strategic and implementation plans and contribute to the development of the regional environmental scan.
9. Ensure that all reports meet standards required under the contract Guidelines within the designated timeframes.
10. Ensure all data collected is maintained in accordance with relevant policy and procedures and confidentially compliance.
11. Other duties as required to adapt to a changing environment.

Key Selection Criteria

The successful applicant must be able to demonstrate:

- A relevant tertiary qualification would be highly regarded
- Highly developed interpersonal and communication skills
- Ability to plan, schedule and lead the development of networks, projects and initiatives
- Demonstrated experience in developing sustainable partnerships with industry, schools, education and community organizations
- Knowledge of the education and training systems in Victoria and an understanding of current skill shortages
- Ability to influence and inspire people to become involved in initiatives that improve outcomes for young people
- Commitment to sharing knowledge within the LLEN and to working with committees and networks as required
- Demonstrated ability to work as a member of a successful team
- Computer skills in - Word, Excel, PowerPoint, email, and databases essential. Experience with Apple operating systems would be an advantage.

Place of Work

Central Ranges LLEN is located at Suite 3, 1 Powlett Street Kilmore.

Contract of Employment

The contract will be for a period of three (3) years, with an initial three (3) month probation period, until 20th December 2013.

Time Fraction

- Full time 1.0 EFT
- A 37.5 hour week with the possibility of some after hours work required
- Hours of work Monday – Friday, between 8.00 am – 6.00pm
- Time in Lieu – As approved and negotiated by CEO

Salary and Conditions

- The salary range is \$50,000 – \$55,000 + 9% superannuation - based on experience
- Fully maintained organisational car worth \$20,000 per annum.
- Macbook Pro Laptop 15" & iPhone with 1G monthly data
- Annual leave is available on the basis of 20 days for one year of full-time employment

Other Information

- A Pre-employment Police Records check and Victorian Working with Children check will be required
- Car available for some personal use.
- A current Victorian drivers license is essential

Applications for this position

To apply for this position please **address the selection criteria**, provide a **covering letter** and a copy of your **resume** to:

Chief Executive Officer
Ref: Partnership Broker
Central Ranges LLEN
Suite 3, 1 Powlett Street
Kilmore VIC 3764

Or Email: info@centralrangesllen.org.au

Further information is available from:

Boyd Maplestone
Chief Executive Officer
Central Ranges LLEN
(03) 5781 1014

Closing Date for Applications - 5.00pm Friday 19th November 2010