

EMPLOYER ENGAGEMENT PARTNER

Site Location:	TBA
Reporting Line:	Employer Engagement Partner – Team Lead
Classification:	genU Employment Services Enterprise Agreement 2020-2023

The genU way

genU is short for Generation You. Because whatever generation you belong to, whether you're young, old, or somewhere in between, what unites us is the belief that neither disability nor ageing are disadvantages to be endured but challenges to be met boldly, achievements to be had and adventures in the making. Our mission is to enable each person we support to live the life they choose.

OUR VALUES



Community based and profit-for-purpose, MatchWorks is one of Australia's biggest employment services providers. We are also part of the genU family, and we proudly reinvest our profits back into the communities we work within to help people lead their best lives.

At MatchWorks, we believe everyone deserves the opportunity to work. That is why, every year, we help thousands of people from all backgrounds, ages, and abilities to find sustainable employment. We know what job seekers need to take the next step and we are across the kinds of things employers want in their people. Most importantly, we bring the two together in a professional and positive way.

Our talent is diverse, with more than 1000 staff across 230 locations coming from over 150 countries and speaking more than 100 different languages. Working for MatchWorks is more than a job, it's a career. When working for us, our people benefit from the following –

POSITION DESCRIPTION

- Connections with new people who inspire, mentor and lead
- Development of skills and experience whilst sharing abilities and knowledges with others
- Development and promotion opportunities
- Opportunities to build existing and new qualifications through annual planning and performance management planning

For more information on the brilliant work we do at MatchWorks, please visit www.matchworks.com.au.

Position Purpose	To build relationships with job seekers and employers in order to gain and maintain meaningful and sustainable employment outcomes. To generate and foster new relationships with identified employers and provide a fast and efficient wrap around service to employers for their recruitment needs.
Key Responsibilities	<p>Job Seeker Services</p> <ul style="list-style-type: none"> • Reverse Marketing (face to face) of identified engaged job ready job seekers to provide employment opportunities. This will be targeted and result in either job match or job creation. • Identify employer led demand potential relationships and foster this with the assistance of the relevant State Employer Engagement Lead • Identification and attendance to localised networking opportunities to generates employment opportunities for job seekers • Provide support and advice, to employers, on training and ongoing employment support provided from MatchWorks including departmental wage subsidies and incentives • Account management to current MatchWorks Employers. • Management of vacancies attained from employers including; vacancy assessment, advertising, pre-screening and referring of suitable candidates. • Provide employer with 6 months Post Placement Support • Attend and engage in community-based networking opportunities that will generate business leads.(during and outside traditional business hours) <p>Communication</p> <ul style="list-style-type: none"> • High level of verbal, written and listening communication skills required to assess and provide relevant support to job seekers and external parties. • High volume of 2-way communication with the Job Placement Specialist to ensure that the Employer Services Team KPIs are achieved collectively

POSITION DESCRIPTION

	<ul style="list-style-type: none"> • Building relationship with small, medium and large employers promoting MatchWorks services and generate employment vacancy leads • Use of relevant communication tools to ensure open communication between staff at various sites • Liaise with Employment Consultant, PPS Consultant and / or Hub Facilitator to ensure that appropriate support and interventions are provided to maintain on-going sustainable employment for clients • Participate in Site and Employment Region meetings to discuss job seeker servicing and opportunities <p>Contribution to Team and Continuous Improvement</p> <ul style="list-style-type: none"> • Willingness to undertake further training for self-development • Develop, engage in or maintain links with associated and relevant support agencies and non-vocational assistance to ensure continuity of care and support is provided to each job seeker • Participate in meetings, policy and organisational development activities as required • Continually survey local job market to location suitable employment opportunities for job seekers <p>General</p> <ul style="list-style-type: none"> • Display high level of personal integrity and professionalism when representing genU • High level of time management to meet documentation and compliance requirements • Other duties as directed by manager or supervisor <p>OH&S Responsibilities</p> <p>The Board of Directors of genU recognises its moral and legal responsibilities to provide a working environment for its employees, volunteers, contractors, visitors, the general public and those whom we serve (our clients and our residents), that is safe and healthy.</p>
<p>Key Selection Criteria</p>	<p>Essential:</p> <p>EXPERIENCE and/or SPECIALIST KNOWLEDGE:</p> <ul style="list-style-type: none"> • Proven ability to build rapport and maintain effective relationships with clients, peers and relevant agencies • Ability to assess labour market demand and supply and build strategies to address this • Highly developed interpersonal and negotiation skills • Demonstrated high level professionalism, attention to detail and compliance focussed • Ability to interpret contractual guidelines and apply as appropriate • Ability to work within stringent KPIs and demonstrated experience in exceeding targets

POSITION DESCRIPTION

	<ul style="list-style-type: none"> • Proven ability to manage time and workloads effectively to business priorities in a challenging environment • Sound computer literacy and data management skills • Satisfactory completion of Police Check/s • Current Drivers Licence
Desirable:	<ul style="list-style-type: none"> • Qualifications in Employment Services or Marketing would be advantageous • Solid experience in Employment Services and an understanding of strategies to address barriers to employment • Knowledge of contemporary recruitment practices and procedures
Cultural Fit:	<p>In addition to the selection criteria outlined above, the successful applicant must be able to demonstrate they are committed to the genU Vision, Mission and Values and will bring a collegial approach to the genU workforce and incorporate these values and behaviours.</p> <p>genU values diversity and encourages applications from Aboriginal and Torres Strait Islanders, people with disabilities and from culturally and linguistically diverse backgrounds. genU is committed to making reasonable adjustments where operationally viable.</p>
General Information:	<p>Employment terms and conditions are provided according to relevant award/agreement.</p> <p>This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role.</p> <p>It is not intended to be an exhaustive list of all responsibilities, duties and skills required. genU reserves the right to modify position descriptions as required. Employees will be consulted when this occurs.</p> <p>genU recognises the increased importance of workplace flexibility and will reasonably consider requests for flexibility to balancing work, life and family needs.</p>