

isaSKILLS



Mount Isa Skills Association
IsaSKILLS

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ABN 73697336567

POSITION DESCRIPTION

POSITION TITLE:	Work Experience Supervisor
INDUSTRIAL INSTRUMENT:	Labour Market Industry Award
RESPONSIBLE TO:	Work Experience Coordinator
RESPONSIBLE FOR:	Work Experience Participants
LOCATION:	Mount Isa

ABOUT THE ORGANISATION

Mount Isa Skills Association Inc (isaSKILLS) is a non-profit organisation which delivers various programmes into the community for Disability, Employment, Youth and Training services.

isaSKILLS was formed to provide training and employment related assistance to Jobseekers and employers in Mount Isa, Cloncurry, Longreach, Normanton and the surrounding regions. Our highly trained staff are dedicated in providing you with a quality service that is second to none.

Primarily, **isaSKILLS** relies on funding from federal and state Government Departments. The number of Departments providing funds has increased over the years since 1997. **isaSKILLS** acquires additional income through fee-for-service work, such as accredited and industrial training, labour hire, and other miscellaneous non-core activities.

POSITION DESCRIPTION

POSITION TITLE: Work Experience Supervisor

BACKGROUND

The **Work Experience Supervisor** has a key role in the delivery of IsaSKILLS Job Futures Work Experience activities. The **Work Experience Supervisor** will display strong leadership and communications skills, the ability to inspire and motivate job seekers to work together in effective teams, and to identify and work towards personal and group goals.

The purpose of this job is to deliver Work Experience projects, according to project proposals and contract guidelines and to maximise programme outcomes by delivering quality work experience activities and assisting participants into employment, training and/or other related activities upon project completion.

PRIMARY OBJECTIVE

To contribute to the site's performance by:

Managing job seekers in their Work Experience placement including the provision of leadership, co-ordination, training and mentoring.

To supervise a crew as part of the Work Experience project. To develop and maintain positive group work practices, and pass on work and life skills to project participants with a view to these participants sourcing sustainable employment.

KEY RESULTS AREA

1. Effectively lead, motivate and engage job seekers in a diverse range of vocational & non vocational Work Experience Activities.
2. Maintain knowledge of current contractual requirements and operation updates.
3. Ensure service delivery and activity outcomes are in line with DEEWR and IsaSKILLS Job Futures contractual requirements and guidelines.

RESPONSIBILITIES

1. Provide leadership, coordination and mentoring to job seekers.
2. Develop and enhance job seeker skills through team building, motivation, goal setting and participatory project planning.
3. Provide job seekers with an activity induction including OH&S.
4. Ensure the welfare and safety of job seekers including strict compliance with OH&S statutory requirements.
5. Ensure activity scope of works are achieved and within budget as per proposal.
6. Maintain positive relationships with activity stakeholders including other community organisations.
7. Ensure activity equipment is maintained, stored and kept in safe working order.
8. Facilitate, monitor and record job seeker attendance, reporting attendance issues to the Work Experience Coordinator.
9. Submit monthly work experience activity report to Work Experience Coordinator.
10. Liaise with Work Experience Placement Officers, Employment Advisors and Employment Development Officers to identify employment and training opportunities for job seekers.
11. Advise Work Experience Placement Adviser/Employment Advisor/Employment Development Officer when job seekers achieve an employment/education placement.

OTHER DUTIES

1. Supervise crews working on various projects as required
2. Liaise with project sponsors and community agencies, and ensure requirements of all stakeholders are met.
3. Schedule the work of participants to achieve the efficient use of resources while meeting contracted performance levels.
4. Ensure the proper security and maintenance of tools and equipment.
5. Organise purchasing of material and consumables as required for the project.
6. Prepare and cost job dockets accurately and promptly to accounts area.
7. Prepare timesheets, statistical reports, weekly reports and other documentation as required.
8. Ensure that all OH&S requirements are adhered to.

Outcome Quality

1. Actively engaging participants into the program as quickly as possible (Timeliness between referral to commencement).
2. The rate at which participants are achieving both social and economic outcomes (Outcome Rate).
3. Engagement of participants in the program to achieve both social and economic outcomes (Retention Rate).
4. Meet prescribed outcome targets as set by management.
5. Attending to client barriers.

KEY COMPETENCIES

- Ability to lead, motivate, co-ordinate and train a diverse range of people with differing needs.
- Ability to develop and maintain effective partnerships with a range of organisations and stakeholders.
- Ability to apply a non judgmental attitude towards cultural differences or individual circumstances.
- Ability to work within performance and compliance frameworks.

RELEVANT EXPERIENCE/QUALIFICATION (Preferred)

- Experience working with people who face vocational and non vocational barriers to accessing employment and education opportunities.
- Experience leading, motivating and mentoring job seekers to achieve goals.
- Relevant qualifications/experience in the specialist industry area of the activity.
- Senior First Aid Certificate (or willingness to undertake training in).
- Qualifications and experience in on and off-the-job training (Certificate IV in Workplace Training and Assessment highly desirable).
- National Criminal History Record check and any additional statutory requirement.
- Current manual drivers license.

REQUIRED SKILLS/KNOWLEDGE – SELECTION CRITERIA

- Demonstrated project management skills, including achieving a scope of works, coordinating a team and working with stakeholders.
- Highly developed interpersonal and communication skills.
- Good time management skills.
- Good computer and administration skills including demonstrated ability to prepare articulate activity reports.
- Valid Manual driver's license.

ADDITIONAL SKILLS/KNOWLEDGE – REMOTE SERVICES

- Experience/ability to understand working with Aboriginal job seekers, employers and service providers in remote locations.
- Ability to work in remote/isolated locations.
- Knowledge of the issues impacting on Indigenous job seekers in remote locations.
- Understanding of the issues associated with working in a remote/isolated location.

CHARACTERISTIC BEHAVIOURS

- Employs an ethical and professional approach to work performance.
- Exhibits a non judgmental attitude towards cultural differences and personal circumstance.
- Listens to job seekers, stakeholders and colleagues attentively and non defensively .
- Is positive and encourages people to play to their potential or individual strengths.
- Takes responsibility for own actions; doesn't blame others.
- Makes consistently appropriate decisions for the client and organisation by applying policy, information and own practical judgment.
- Stays focused; uses time effectively and meets goals.
- Maintains a sense of humour, emotional balance, resilience and remains effective even when under pressure.
- Willingness to adapt in times of uncertainty and rapid change.
- Finds ways to do things differently or smarter for job seekers, stakeholders and team.

IsaSKILLS Job Futures Values

In IsaSKILLS Job Futures we:

- share a commitment to social justice and environmental sustainability
- foster open and honest communication based on trust and respect
- celebrate diversity by nurturing individuals' skills and strengths in order to achieve our common goals
- respect the wellbeing of each individual, and support staff to achieve a work-life balance
- encourage individual and collective learning and creativity
- strive for excellence, continuously improving our organisation
- value open discussion and debate so that everyone has a say in decisions that affect us all
- are passionate about what we do

Approved by CEO		Agreed by Incumbent	
Date		Date	