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| **JOB TITLE** | School To Work Program Manager |
| **REPORTS TO** | WynBay LLEN CEO |
| **EMPLOYMENT TYPE** | Full-Time. Contract to 31 December 2027 with a further 2-year extension possible |
| **LOCATION** | Building C5, Level 1, 2 Main Street, Point Cook Town Centre<br>Flexible working arrangements available |
| **SALARY RANGE** | Contact for details |
| **ENQUIRIES** | Contact Dallian D'Cruz on 0439 116 279 or dallian@wynbayllen.org.au |
| **REQUIRED** | Victorian Drivers Licence, own car with comprehensive insurance, Working With Children certification and police check |

## BACKGROUND INFORMATION

**About WynBay LLEN**

WynBay LLEN is a well-respected and long established local and regional organization for over 25 years as an independent broker of strategic partnerships between business, education, training, and community organizations. The LLEN is an independent incorporated network comprising business, industry, education, training, and community member organizations.
WynBay LLEN is a rapidly growing organization with the Department of Education's School to Work Program 2027-2029 for Melbourne City and the greater Western Melbourne local government regions of Wyndham, Hobsons Bay, Moonie Valley, Maribyrnong and Melbourne. WynBay LLEN School to Work team is rapidly expanding as is its partner and stakeholder base.

**School to Work Program**

The Victorian Government funds School to Work Program Providers 2027-2029 School to Work Program in order to engage industry and schools to build connections that support access to work-based learning opportunities that meet the needs of local students and local industry, including:

- Structured Workplace Learning (SWL), work experience and school-based apprenticeships and traineeships (SBATs; SBATs for government school students supported in collaboration with the Head Start program)
- events and activities that directly expose students to industry, such as workplace visits, careers events and guest speakers
- supporting the delivery of networking opportunities that enhance school-industry connections and professional learning related to industries and employment.

## JOB DESCRIPTION

**Purpose of role**

To develop business and industry work-based learning opportunities for students. Operational leadership of the School to Work Program across the Melbourne City and Western Melbourne regions, ensuring effective contract delivery, strong school/industry partnerships, high-quality student outcomes and a supported team.

**Main duties and Responsibilities**

- Team leadership and operational management
  - Lead the sourcing of work-based learning opportunities. The development, implementation and review of annual work plans, delivery priorities, schedules and continuous improvement initiatives aligned with School to Work contractual requirements.
  - Lead day-to-day operations, prioritize team workloads and allocate resources to meet agreed outputs, deadlines and service standards across participating schools.
  - Translate contract KPIs and Department of Education guidance into clear team targets, delivery plans and monitoring processes; identify emerging risks and implement corrective action.
  - Provide timely advice and updates to the CEO on performance, opportunities, challenges, resourcing and program sustainability.

- Team development
  - Provide direction, supervision, coaching and practical support to School to Work staff, promoting accountability, collaboration, professional conduct and consistent service delivery.
  - Coordinate team meetings, distribute responsibilities, review progress and build staff capability in employer engagement, school relationships, databases and program requirements.

- Partnerships and industry engagement
  - Develop, maintain and strengthen relationships with employers, industry bodies, local councils, training providers and community partners to build a sustainable pipeline of opportunities.
  - Broker partnership discussions, negotiate mutually beneficial initiatives and co-design experiences that address student aspirations, priority industries and local skills needs.
  - Oversee employer engagement strategies to secure and sustain work experience, SWL, SBAT and industry exposure opportunities

- School engagement, access and student outcomes
  - Lead relationships with school careers teams, senior leaders and relevant Department of Education representatives to understand demand, remove access barriers and support equitable participation.
  - Guide staff in matching available opportunities to school and student needs, including young people requiring additional support and priority cohorts.
  - Oversee the design and delivery of workplace immersion programs, industry tours, career events, guest speaker sessions and networking/professional learning activities.
  - Use school feedback, engagement data and placement demand to refine program offerings and increase meaningful participation.

- Contract compliance, data and reporting
  - Oversee accurate and timely use of the School to Work portal and other approved tracking and reporting systems; establish processes to monitor school engagement, opportunities, allocations and outcomes.
  - Prepare, review and submit required work plans, progress reports, performance data and end-of-year reports, with evidence of achievements, risks and continuous improvement.
  - Analyse program data to inform strategic decisions, identify under-serviced schools and evaluate progress against contracted performance measures.

- Quality assurance, child safety and risk management
  - Champion child safety, duty of care, inclusion and safe workplace learning practices across partnership activities.
  - Oversee appropriate employer and activity risk assessments, placement processes, safeguards and escalation of incidents or concerns in accordance with organizational and applicable Department requirements.
  - Maintain professional, ethical and confidential handling of student, school, employer and staff information, consistent with privacy and recordkeeping obligations.
  - Identify operational and reputational risks and communicate material issues promptly to the CEO.

**Other duties**

Fulfil other duties as required to meet the School to Work contract.

## PERSON SPECIFICATION

**Values**

Commitment to student-centred pathways, equity and inclusion, child safety, collaboration, integrity and measurable improvements in young people's transitions to education, training and employment.

**Qualifications**

Relevant qualification in education, career development, project/program management, community development or related field is desirable.
Demonstrated experience leading a funded program, project or service with multiple stakeholders and performance requirements.
Experience supervising staff, setting priorities, managing competing deadlines and improving team performance.
Proven record of building partnerships with schools, employers, training providers and/or community organizations.

**Experience**

Experience in school pathways, VET, work-based learning, employment services or apprenticeships is highly regarded.
Demonstrated experience working in the careers, pathways, employment, training or apprenticeships fields.

**Knowledge**

Sound knowledge of Victorian secondary education, careers and pathways landscape, including work experience, SWL, SBATs and industry engagement.
Strong people leadership, judgement, coaching and change-management capabilities.
Excellent written and verbal communication, negotiation, presentation and stakeholder relationship skills.
Capacity to manage program budgets/resources within delegated authority, performance targets, risk and compliance obligations.

Highly developed planning, analytical, reporting and digital recordkeeping skills, including Microsoft 365, Excel and online portals.
Ability to use evidence and stakeholder insights to solve complex problems, develop initiatives and continuously improve outcomes.

**Skills & competencies**

**Communication:**

- ability to communicate with teachers and employers
- communicate program information accurately
- sell the benefits of work-based learning to employers
- demonstrated ability to write reports.

**Professionalism and drive:**

- ability to represent the organization with the utmost professionalism
- independent drive to make a difference to local young people's career and pathway opportunities.

**Stakeholder management:**
Ability to confidently represent WynBay LLEN and develop trusted professional relationships with key stakeholders, including schools, industry, local government, training and community organizations.

**Attention to detail:**
Excellent attention to detail and written skills when communicating with others, both internally and externally.

**Teamwork:**
Willingness to work collaboratively on partnerships and projects and get on with team members.

**Time management and organisation skills**:

- accomplish objectives effectively within the time frame given
- carry out administrative duties in an efficient and timely manner.

**Personal attributes**

- Loyal and Trustworthy
- Dependable and organized
- Respectful of others
- Ability to work under pressure at times
- Positive approach to change
- Solution focused
- Professional presentation

**Other**

- This role requires travel across Melbourne City and surroundings, inners Western Suburbs, Wyndham and Hobsons Bay LGAs
- This role requires the successful applicant to use their own car with fully comprehensive insurance (mileage costs reimbursed)
- Victorian Drivers license
- Current Working With Children check
- Police check.

## KEY SELECTION CRITERIA

**Essential**

- Demonstrated success in or leading teams to hit performance targets in government funding grants or other contracts.
- Experience in or leading teams in either the GTO, Recruitment, TAFE, RTO, LLENs or University sectors.
- Demonstrated capacity to build partnerships with business and industry clients to develop placement opportunities.
- Competent in MS Office and in use of databases or portals
- Success in building and managing complex stakeholder relationships across sectors.

**Desirable**

- Demonstrated success in sourcing quality work-based learning opportunities for students.
- Experience in or leading teams in Education or School-To-Work programs
- Knowledge of or experience in schools, secondary education & VET training system.
- Experience in or knowledge of the Careers, Pathways, VET, systems in schools
- Existing leads, networks or relationships with local business and industry in the Melbourne City, Inners Western Melbourne, Wyndham and Hobsons Bay areas.

**Person specifications**

- Flexibility and empathy to cope with change and to manage many stakeholder interests
- Enthusiasm and “can do” attitude – independent self-starter
- High degree of self-efficacy or personal self-management

## HOW TO APPLY

**Applications must:**

- Address each of the essential and desirable Key Selection Criteria in a cover letter of not more than 2 pages
- Include a current CV.

Shortlisted candidates will be asked to provide details of two referees.