

Partnership Broker

Program Area: School Business Community Partnership Brokers

Award & Level: CETSS

Employment Conditions: Part Time

Reports To: Manager, Colony Partnership Brokers

Last Revised: July 2010

Approved HR:..... **Staff member signature:**

Organisational Environment

Colony 47 is a community based organisation, operating to support individuals and families in the areas of housing, employment, training and family support.

Our Vision is:

- Fairness
- Passion
- Opportunity
- Community
- People Working Together

Our Purpose is:

We are people working together to create a fair community where all have access to housing, employment, training and family support. Our work is with individuals, families, government, business and the community. We assist people to strengthen their relationships and create opportunities. We work together to make a positive difference in peoples lives.

Colony 47 Values

- Respect
- Integrity
- Social Conscience
- Professionalism
- Quality

Working Environment

Code of Conduct

All employees of Colony 47 must abide by Colony 47 Code of Conduct.

Occupational Health and Safety:

As an employee of Colony 47, you must be aware of and comply with requirements of the Workplace Health and Safety Act 1995 and associated regulations. This includes taking responsibility for your own health and safety and that of others in the workplace and complying with Colony 47 occupational health and safety policies and procedures.

Annual Performance Review

An annual Performance Review will be conducted using the Colony 47 Performance Management Process.

Enterprise Partnership Agreement

In addition to being covered by the Community Services Award or CETSS Award, employees of Colony 47 are also covered by the Colony 47 Enterprise Partnership Agreement 2005.

Position Objectives

This position is designed to foster a strategic, whole-of-community approach to improving education and attainment, and transition outcomes for young people.

Under the National Partnership of Youth Attainment and Transitions, the position in the Partnership Brokers program will work towards two objectives:

- Provide access to multiple learning pathways and keep young people engaged in their learning; and
- Improve young people's transitions from school to further education, training or employment, and increase their active participation in their communities.

This position operates under supervision within the context of the broad policy and strategic direction of the Board of Colony 47 Inc in contributing to the achievement of the objectives of the organisation.

Level of Responsibility/Direction and Supervision

This position is responsible to the Manager, Partnership Brokers but on a day to day basis works with a degree of autonomy and initiative.

Stakeholders

Internal Stakeholders

- C47 Board
- CEO
- Members of Executive Group
- Members of Colony Leadership Group
- Members of the Business Services Team
- Partnership Broker Board

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- Partnership Broker Reference Group
 - Staff of Colony 47 inc

External Stakeholders

- Strategic Partners
- Youth Connections providers
- Department of Education
 - Learning Services Management Team
 - Tasmanian Polytechnic and the Tasmanian Academy
- The Catholic Education Office
- Independent Schools
- Department of Education, Employment and Workplace Relations
- External agencies in the community sector
- State and Commonwealth Government departments
- Industry Skills Councils and Skills Australia

Key Tasks and Duties

Within the context of a team environment, the Partnership Broker has the responsibility for delivering effective School Business Community Partnership Broker services through sharing research, issues, building networks and participating in a team environment in accordance with management principles and Board Policy, program standards and contractual requirements of relevant funding bodies.

1. Engage with and influence key stakeholder groups – education and training providers, business and industry, families and parents, and community groups and support partnerships between two or more of these stakeholders groups.
2. Facilitate stakeholder engagement through a range of mechanisms, such as facilitating meetings between key stakeholders or organising networking forums.
3. Have capacity to explore partnership opportunities in Southern Tasmania.
4. Work with stakeholders to develop strategies that address current and future needs of the region.
5. Establish and maintain relationships with relevant networks.
6. Work collaboratively, share information and explore partnership opportunities that will enhance shared outcomes and contribute to these networks and processes and support the strategic priorities, rather than duplicating or replicating any existing roles.
7. Work collaboratively with Youth Connections providers, share information and explore partnership opportunities that will enhance mutual outcomes.
8. Work with high-level stakeholders to influence strategic planning and to ensure that the partnerships are sustainable and well placed to contribute to education and transition outcomes for young people.
9. Provide reports, case studies and other documentation as required to Manager, Partnership Brokers within specified timeframes.
10. To undertake other relevant duties as required by the Manager, Partnership Brokers

Qualifications

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- Desirable – relevant degree or diploma.
- Attainment through previous appointments, service and/or study, an equivalent level of skills to undertake the range of activities required.

Requirements

- Current driver's licence is essential
- Required to provide a satisfactory National Police Check

Key Selection Criteria

1. High level interpersonal skills including well developed liaison and consultation skills, and the ability to effectively communicate, both orally and in writing, to a wide range of stakeholders.
2. Highly developed organisational skills and a demonstrated ability to plan, set priorities, meet deadlines, manage variable workloads, together with the ability to contribute to a team environment
3. Knowledge or ability to obtain knowledge of the social and environmental barriers that may affect young people's engagement with education, training and employment.
4. Understanding and experience in the education, training, employment, business, family and community sectors.
5. Knowledge of contemporary project management techniques and the ability to create strategies to achieve program goals.
6. Well-developed computer skills, including the use of Microsoft Office and database management.