# Position Description



**Position Title:** Partnership Manager: Connecting to Work

**Accountable To:** National Partnerships Manager: Workforce Connect

**Location:** Connecting to Work Services Delivery Sites

**Hours:** 76 hours per fortnight but subject to Organisational requirements

## Position Overview

The Partnerships Manager: Connecting to Work is responsible for creating and strengthening employment, education, training and community pathways that support Participants experiencing long term unemployment and diverse, intersecting employment challenges to progress towards and achieve sustainable employment. Through Eighty9's Global Service Model (GSM), the role works collaboratively with Employers, industry, training providers, community organisations and other stakeholders to create meaningful opportunities that build Participant capability and support sustainable employment outcomes.

The role proactively develops and maintains strategic relationships that connect Participants with employment, work experience, vocational exposure, training and other pathway opportunities aligned to Participant goals and local labour market demand. Working closely with Employment Mentors, GSM hubs and key stakeholders, the Partnerships Manager identifies tailored opportunities, responds to workforce needs and facilitates successful employment outcomes for Participants and Employers.

## Personal Attributes

You are a confident, proactive and outcome focused professional with highly developed relationship building, communication and organisational skills. You build trust and credibility with Participants, Employers and stakeholders and are skilled at developing relationships that create meaningful employment opportunities and sustainable outcomes. You understand both Participant aspirations and Employer workforce needs and can effectively balance these perspectives to create successful employment outcomes. Adaptable and solutions focused, you are skilled at influencing, negotiating and identifying opportunities that deliver value for Participants, Employers and the Organisation.

Human centered and strengths based in your approach, you are able to build rapport quickly, adapt to changing circumstances and navigate complex and often competing priorities. You demonstrate initiative, accountability and sound judgement, supported by strong analytical skills, attention to detail and a commitment to achieving sustainable employment outcomes for Participants.

## Responsibilities:

The Partnerships Manager: Connecting to Work is responsible for:

- Build and maintain strong relationships with Employers, industry, training providers, community organisations and other stakeholders to create meaningful employment, education and training opportunities for Participants.
- Identify, develop and broker employment, education and training opportunities that support Participant progression and sustainable employment outcomes
- Maintain a strong understanding of local labour markets, industry trends and emerging employment opportunities to inform partnership and employment strategies
- Understand Employer workforce needs, recruitment preferences and business challenges, developing tailored recruitment solutions that meet workforce demand.
- Identify, negotiate and facilitate job carving, customised employment and other innovative workforce solutions that align Participant capabilities with Employer needs.
- Promote and connect suitable Participants to employment opportunities through Employer engagement, vacancy matching, reverse marketing and other placement strategies.
- Collaborate with Employment Mentors, GSM hubs and external stakeholders to develop employment, education, training and participation pathways aligned to Participant strengths, goals and aspirations.
- Deliver individual and group-based employment activities that build job search capability, interview skills, industry awareness and readiness for employment.
- Identify and coordinate employment, work experience, vocational exposure, training and other pathway opportunities that support Participant progression towards employment.
- Facilitate access to licences, clearances, work attire, equipment and other practical supports that strengthen employment prospects.
- Gather, analyse and report on partnership activities, labour market insights and employment outcomes.

- Maintain accurate records and administrative requirements in accordance with contractual, organisational and legislative requirements.
- Promote Eighty9 Limited, Connecting to Work and the Organisation's Global Service Model (GSM) through professional stakeholder engagement and representation.
- Participate in meetings, networking events, professional development activities and other duties as directed.

**Quality Standards, Regulations and Responsibilities:**

The Partnership Manager: Connecting to Work is responsible for complying with the following regulations, standards and codes:

- The Organisation's Policies and Procedures
- Connecting to Work Grant Agreement and Guidelines
- The Government authority Code of Practice and relevant Service Guarantees
- The Government authority Complaints Procedure
- Performance and Quality Framework
- ISO 9001: 2015
- ISO 27001: 2022
- National Principles for Child Safe Organisations
- Appropriate authority regulations
- Relevant legal, professional and ethical obligations
- The Organisation's Work Health and Safety System and Work health and Safety Act 2012

**Qualifications:**

- Experience in Government contracted Employment Services, Recruitment Services, marketing or sales environments
- Qualifications in Employment Services, Community Services, Business, Marketing or a related field are advantageous but not essential

**Key Skills/Attributes:**

- Ability to build and maintain strong relationships with Employers, industry, training providers, community organisations and other stakeholders.
- Ability to identify, develop and broker employment, education and training opportunities that support sustainable employment outcomes.
- Ability to understand Employer workforce needs and align Participant strengths, aspirations and capabilities with employment opportunities.
- Skilled in employer engagement, recruitment, vacancy matching, reverse marketing, job carving and other placement strategies.
- Strong communication, interpersonal and negotiation skills, with the ability to engage effectively with Participants, Employers and stakeholders.
- Strong organisational, analytical and problem-solving skills, with the ability to manage competing priorities and performance requirements.

**Additional Factors:**

- This position may require occasional attendance at meetings or training outside normal business hours
- National Police Clearance prior to commencing employment
- Working with Children Check
- Driver's license is essential

**Selection Criteria**

- Demonstrated experience supporting individuals experiencing barriers to employment to build capability, progress towards employment and achieve sustainable outcomes.
- Proven ability to connect Participants to employment opportunities and achieve sustainable employment outcomes.
- Highly developed relationship building, communication and negotiation skills, with a proven ability to engage Employers and other stakeholders to create employment opportunities.
- Sound understanding of the barriers and perceptions that may impact employment opportunities for Participants, and the ability to work with Employers and stakeholders to overcome these barriers.
- Demonstrated understanding of employment services, workforce participation programs or similar human services environments, including the ability to interpret and apply program, funding or contractual requirements.
- Proven ability to manage competing priorities, maintain accurate records and reporting requirements, and achieve performance outcomes.