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## POSITION DESCRIPTION

<b>POSITION</b>	Network Coordinator - Industry Practice Network
<b>PROGRAM</b>	ACFE Industry Practice Networks Project
<b>EMPLOYER</b>	PRACE – Board of Management
<b>RESPONSIBLE TO</b>	Chief Executive Officer
<b>LOCATION</b>	Refer to Contract of Employment
<b>CLASSIFICATION:</b>	
<b>QUALIFICATION/S &amp; RELEVANT EXPERIENCE:</b>	
<b>CONDITIONS:</b>	Fixed Term Contract (.6 for 9 months) Hourly rate: \$ 60 Salary Packaging available. Satisfactory National Police Records Check (essential) Working With Children’s Check (essential) Certificate in First aid (desirable) For all other conditions, refer to the Neighbourhood Houses & Adult Community Education Centres Workplace Agreement 2016 for all other conditions.

## ORGANISATIONAL VISION

Changing lives through education

## ORGANISATIONAL MISSION

To provide accessible adult education opportunities that support people to learn and share, to participate and grow, and to engage in the life-long adventure of learning and participation.

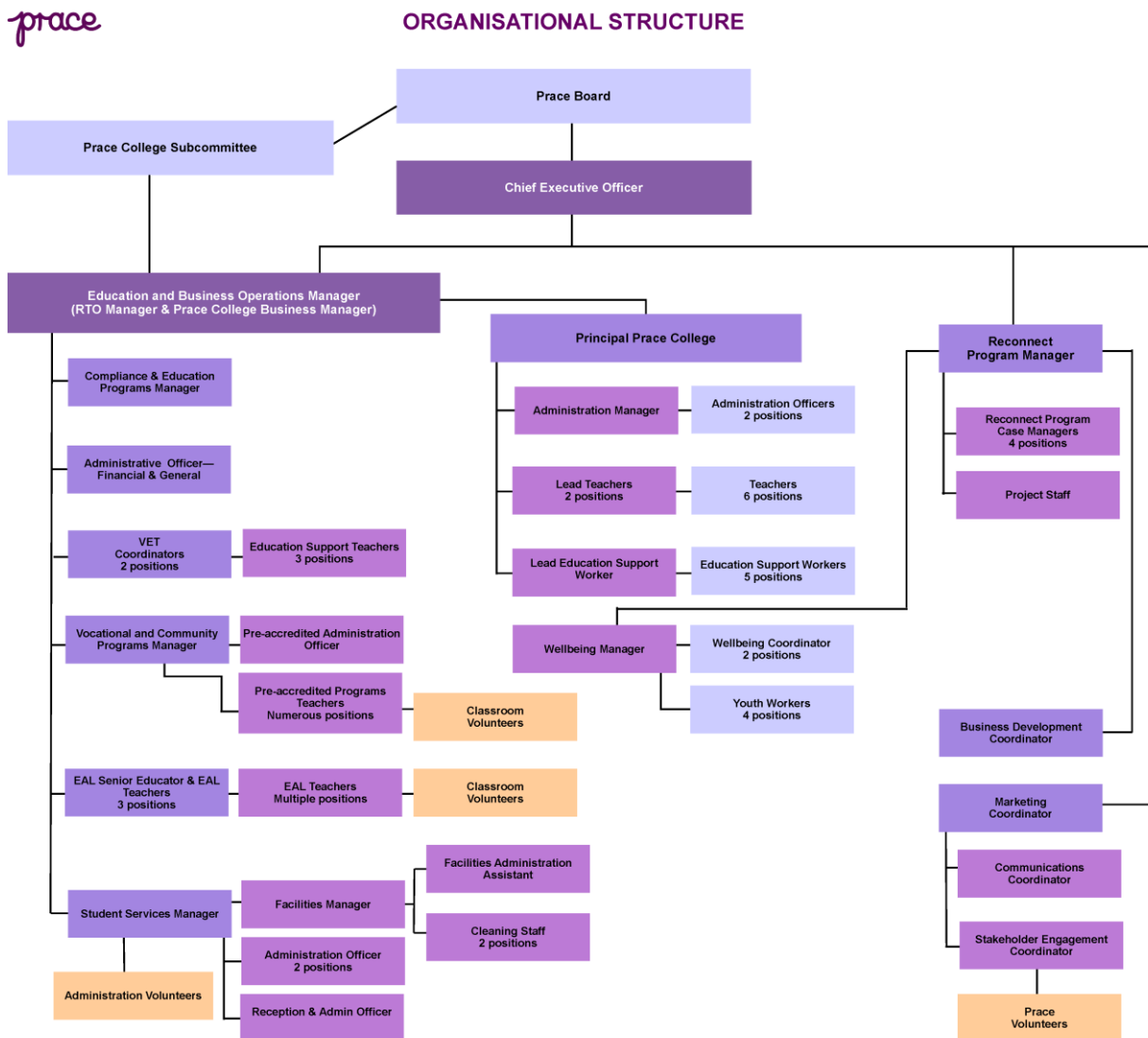
## ORGANISATIONAL CONTEXT

Prace has over 30 years’ experience providing innovative and high-quality Adult Community Education (ACE) programs. Over this period Prace has increased significantly in size and scope of activities and currently receives funding from a range of local, state and federal government departments.

Prace currently is a:

- Learn Local provider - delivering adult education and training programs through ACFE
- A Registered Training Organisation (RTO) - a provider of accredited education and training programs recognised throughout Australia
- A funded Neighbourhood House
- A Registered Charity
- An Independent School

Prace also manages the Merrilands Community Centre on behalf of the City of Darebin, supporting over 20 community groups who access the Centre. The Prace program, both education and community development, operates across 2 Prace managed sites, Merrilands Community Centre and Prace Mernda Campus, as well as in a range of other community venues within the northern growth corridor of Melbourne.



## POSITION SUMMARY

You will be responsible for coordinating the Learn Local Industry Practice Network for the building and construction and landscaping industries.

The role requires you to:

- manage the Learn Local Industry Field Practice Network: Building and Construction established via a Community of Practice model in 2023/24 and develop the landscaping aspect of the network
- develop protocols for network operations, schedule face-to-face events to encourage participation, assemble data on the skills, knowledge and experience of members to promote mentoring and other opportunities within the network
- report on the work of the network towards achieving the project objectives.

The aim of the project is to consolidate good industry field partnering practices, quality industry field tailored pre-accredited training resources and extend industry field pre-accredited training

delivery state-wide by mentoring and developing other Learn Local providers for the benefit of their local employers and learners.

## **JOB COMPLEXITY**

Prace has a contract with the Department of Jobs, Skills, Industry and Regions (DJSIR) under the Adult Community and Further Education Board (ACFE Board) to deliver Learn Local pre-accredited short courses in the local government areas of Darebin, Whittlesea and Mitchell.

Learn Local providers deliver courses to adult learners to enable them to get the skills they need for study, work and life. They offer a range of training programs that can help people in local communities return to study, improve their digital, reading, writing and maths skills, gain a qualification, get a job, change careers or learn something new.

Prace is one of over 250 Learn Local providers across Victoria.

## **KEY RESPONSIBILITIES & DUTIES**

- Establish and manage the Learn Local Industry Field Practice Network
- Facilitate Community of Practice meetings and events
- Develop industry partnerships and mentoring opportunities
- Coordinate program development and support
- Manage reporting and administration tasks

### **General**

- Support Prace safe work practices and assist in promoting safety as a requirement of day-to-day operations.
- Contribute to organisation's commitment to providing child safe environment
- Ensure continued familiarity with Prace policies, procedures and Strategic Plan as relevant to position
- Work in concert with all Prace staff to realise Prace's values, mission, vision and Prace's College's school philosophy
- Maintain and develop one's own professional capability as relates to this position

## **SELECTION CRITERIA**

1. Proven Project Management Skills (essential)
2. Strong Communication and Facilitation Abilities (essential)
3. Experience in Education or Training Sector (essential)
4. Exceptional Organisational Skills (essential)
5. Stakeholder Engagement and Relationship Building (essential)
6. Knowledge of industry-aligned training (desirable)

## **OCCUPATIONAL HEALTH AND SAFETY (OHS) AND ENVIRONMENTAL HEALTH AND SAFETY (EHS) RESPONSIBILITIES**

All staff are responsible for the following safe work procedures and instructions:

**Employees must:**

- Comply with the Prace OH&S Policies and Procedures
- Adopt work practices that support health and safety in the workplace
- Take reasonable care for the safety of his/her own health and safety and that of other people who may be affected by their conduct in the workplace
- Seek guidance for all new or modified work procedures
- Ensure that any hazardous conditions, near misses and injuries are reported immediately to the supervisor
- Participate in meetings, training and other environment, health and safety activities
- Not wilfully place at risk the health or safety of any person in the work place
- Not wilfully or recklessly interfere with or misuse anything provided in the interest of environment health and safety or welfare
- Cooperate with Prace in relation to activities taken by Prace to comply with Occupational, Health and Safety and environmental legislation.

**Supervisors are responsible for:**

- Developing new work procedures, as required, in conjunction with relevant persons
- Providing all staff with relevant health and safety information in an appropriate manner
- Providing adequate supervision through technical guidance and support
- Providing appropriate facilities for safe storage, handling and transport of hazardous substances
- Ensuring that all accidents and incidents are reported.

**The organisation has a responsibility to:**

- Provide a work environment which meets OH&S legislative requirements
- Regularly review current work sites and new sites prior to service delivery in order to determine that they meet OH&S standards.

**EQUITY AND DIVERSITY**

Prace is committed to equal opportunity in education, employment and welfare for staff and students.

Prace and its staff are required to operate under the Equal Opportunity and Non-discrimination legislation which includes:

- Age Discrimination Act 2004
- Australian Human Rights Commission Act 1986
- Disability Discrimination Act 1992
- Racial Discrimination Act 1975
- Sex Discrimination Act 1984

**CHILD SAFETY**

Prace intentionally promotes and protects the interests and safety of children, and a child-safe environment for all children and young people in its care.

This will be achieved by:

- having a zero tolerance for child abuse,
- working to actively listen to and empower children,
- having systems to protect children from abuse, and will take all allegations and concerns very seriously and responding to them consistently in line with the organisation's policies and procedures,
- being committed to promoting cultural safety for Aboriginal children, cultural safety for children from culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children with a disability,
- engaging only the most suitable people to work with children along with providing high quality supervision and professional development.

## **GOVERNANCE**

Prace is governed by a Board with strong representation for all key operational areas.

Prace's strategic growth over the past 5-6 years reflects a depth of governance skills on the Board, as well as a strong ability to respond to opportunities as they arise. The Prace Board is committed to open and transparent governance processes that embrace a culture of continuous improvement and critical self-evaluation.

All business activities are reported to the Prace Board.

This position description is approved by: Paddy McVeigh

Employee's Signature:

Date:

Manager's Signature:

Date: