



# MORANBAH

STATE HIGH SCHOOL

## EXPRESSION OF INTEREST -INDUSTRY LIAISON OFFICER (A03)

15/01/2024 – 21/06/2024 with possible extension

Successful applicant to be available for paid training 27/11/23-7/12/23

Applications close 22<sup>nd</sup> November 2023

Applications emailed to: [bsm@moranbahshs.eq.edu.au](mailto:bsm@moranbahshs.eq.edu.au)

### Your Opportunity

As the Industry Liaison Officer your role is to assist in the ongoing delivery of the School Based Apprenticeship program and assist in managing business and industry partnerships to maximise opportunities for secondary students. You will establish and maintain effective networks and work collaboratively with business and industry groups to build strong and vibrant links that promote School Based Apprenticeships as a career pathway for students. The Industry Liaison Officer reports directly to the Deputy Principal Senior School and liaises with Senior Schooling Head of Department.

### Roles & Responsibilities

- Support school based apprenticeships and traineeship opportunities for prospective students by actively seeking opportunities for student placement in industry and maintain a current knowledge of legislation relevant to Vocational Education and Training
- Provide the HOD Senior Schooling with regular updates of program outcomes, identify issues and develop solutions that may impact the success of the program, provide a high level of client support to business and industry partners and establish feedback loops to ensure continuous improvement
- Work directly with government, industry, business and community groups to form productive partnerships and develop networks to position school based apprenticeships and traineeships as a career pathway choice for students in the region
- Contribute to the preparation and presentation of information sessions, Mock Interviews, Career Expo's and Parent Teacher Nights
- Develop and monitor the work experience placement program and GISP SSWL Program including seeking more opportunities, monitoring students in the workplace, arranging visits and manage the preparation, collection and storage of records and data in accordance with relevant policy

### Applicants are required to:

- Provide a current resume with contact details for 2 referees (One being your current Supervisor)
- Provide a one page document outlining who you are and what skills, attributes and experience you could bring to this role
- A copy of your blue card or application for a blue card must be attached to the application
- The successful applicant will be required to undergo a criminal history check prior to commencement

For additional information or to obtain a full generic role description for this role please contact Stacey Dolan Business Manager 4949 2111 or email [bsm@moranbahshs.eq.edu.au](mailto:bsm@moranbahshs.eq.edu.au)