

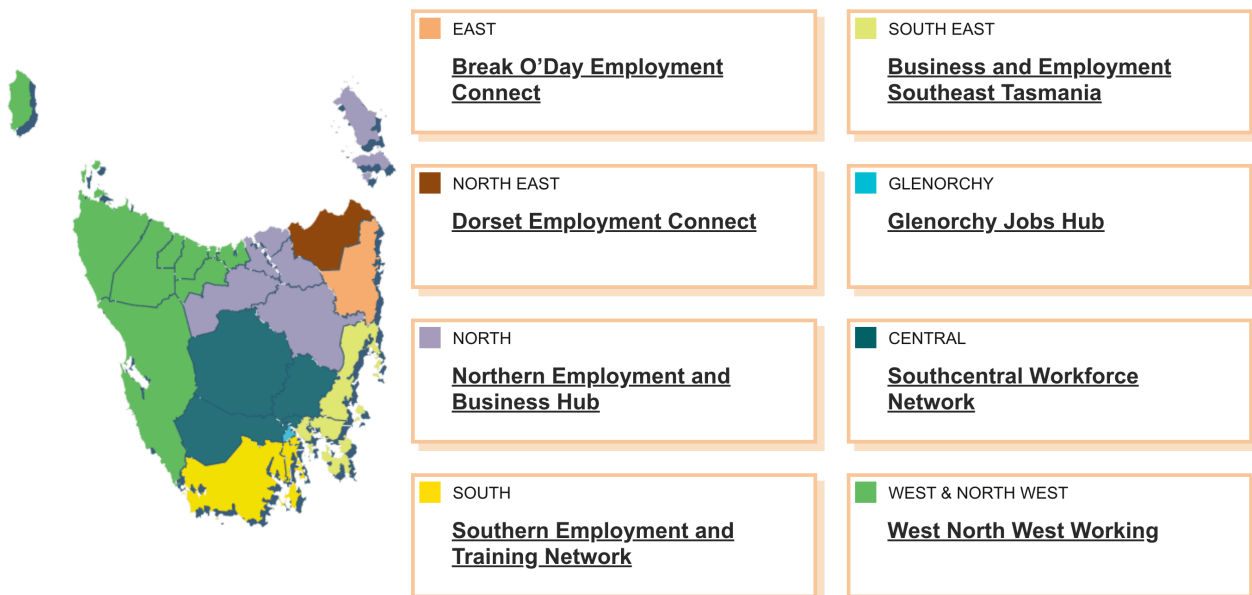


Employment Information Pack

Employment Connector December 2024

Dorset Employment Connect (DEC) is part of the state-wide network of Regional Jobs Hubs that have been established to help more Tasmanians into work. They bring local employers together with job seekers providing dedicated employment support services including career counselling, advice on how to get job ready, and transport options.

Below are the regional jobs hubs and their geographical boundaries.



Background on Regional Jobs Hubs - BODEC and DEC

Break O’Day Employment Connect (BODEC) was created following community and business consultations on how the labour market was operating in the Break O’Day area and the barriers to employment being experienced. BODEC is about making connections between the people, the information, the services and the opportunities.

- Connections for job seekers looking for employment; someone to help them achieve their goals and support them in addressing their needs.
- Connections for employers, looking for someone to employ and be supported to retain them.
- Connections for ongoing support in navigating services and accessing information.
- Connections for training opportunities that match the need of employers and employees at just the right time in the right place and the way it is delivered.

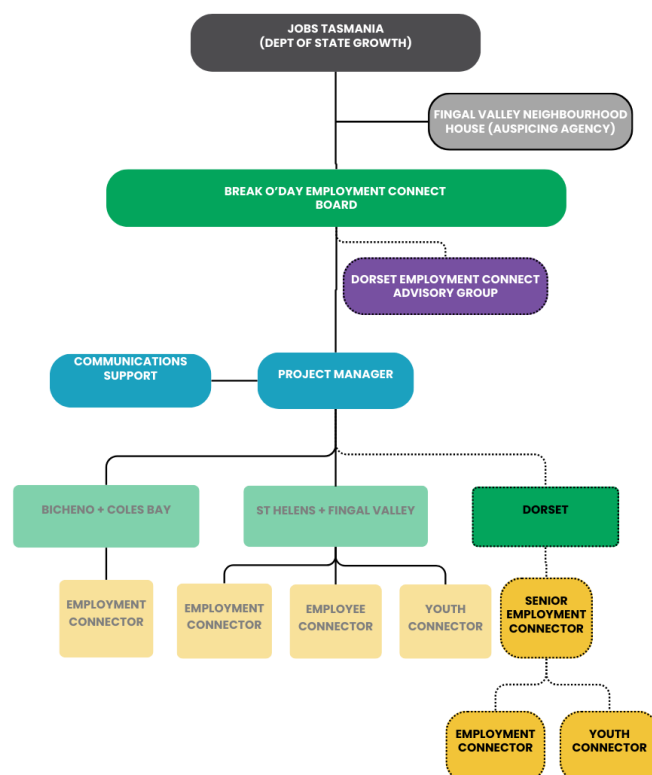
The building and maintenance of connections is about personal interaction and relationships based on trust which, are built over time.

In October 2021 BODEC received funding from the Tasmanian Government to expand its activities beyond the Break O’Day region to include the Bicheno & Coles Bay area to the south and the Dorset Council area to the north. Since beginning operations, BODEC team members have been providing some assistance to businesses and job seekers in the Bicheno and Coles Bay area. The additional funding enabled BODEC to employ a new team member who is based in this area, to focus on supporting the needs of local employers and job seekers.

During 2022 the planning for the expansion into Dorset was undertaken. This involved extensive stakeholder engagement within the region, and ultimately the development of Dorset Employment Connect, which was opened in early 2023, with two part time team members, and the eventual addition of a third team member for the Youth Connector program.

The board of BODEC has ultimate oversight of DEC, however DEC is supported by a local sub-committee, the DEC Advisory Group. The day-to-day management of the services occurs through the BODEC Project Manager, with the sub-committee meeting on a regular basis to guide the hub.

Regional Jobs Hub Structure



Employment Connector (Dorset) 0.6fte

The Employment Connector (Dorset) will be responsible for securing high quality employment outcomes through connecting job seekers and employers. This is achieved through developing genuine connections with job seekers and helping them to achieve their employment goals whilst at the same time building strong relationships with employers and supporting them to secure the employees they need. The building and maintenance of connections is about personal interaction and relationships based on trust which are built over time.

The main tasks of the role include:

- assisting with resumes, cover letters and online application processes for job seekers
- helping job seekers prepare for interviews by conducting practice and mock interviews
- working with job seekers to develop training, education and career pathways to help reach their employment goals

You will be part of a small team based in Scottsdale, and will be supported by the Project Manager and BODEC Team. You will develop connections with similar roles at the other hubs, and enjoy a supportive network of industry peers.

This role is 0.6FTE and there is some flexibility around the days and times of employment. DEC is currently open 8.30am - 4.30pm Monday to Thursday and is located at 3 King Street, Scottsdale. Some travel to towns in the region will be required.

Who will I be employed by?

Funding is from the State Government. The Regional Jobs Hub Network is administered by Jobs Tasmania, a department of State Growth. However, the operational team members will be employed through Fingal Valley Neighbourhood House as the auspicing agency for the project. Fingal Valley Neighbourhood House is one of 35 in Tasmania and is governed by a local Board of Management. Neighbourhood Houses are places where people come together and find support, belonging and purpose as they work together to support their local community and make a real difference in people's lives.

Houses are run by the community, for the community and offer a wide range of programs and activities for local people.

Employment conditions are determined and described in the Labour Market Assistance Industry Award MA000099. Specific employment conditions (pay rate and terms of employment) will be contained in individual letters of offer.

How long will the project last?

The project is currently funded until October 2027 under the current funding arrangement. The Regional Jobs Hub Board is focussed on the success of the project and securing ongoing funding is high priority.

How will I be employed?

Positions will be offered on a permanent fixed term basis.

Remuneration Package

Salary may be negotiated in line with the 2021 Labour Market Assistance Industry Award MA000099 and will recognise the skills and experience of the successful applicant. The Employment Connector attracts an annual salary of - \$70,740 per annum (pro-rata) / \$35.80 per hour. Superannuation contribution of 10.5% is payable.

When do applications need to be submitted by?

Applications will be reviewed each Friday and on a weekly basis until the position is successfully filled.

What about Work Health & Safety (WHS)?

Fingal Valley Neighbourhood House places a high value on safety in the workplace and all interested candidates are required to demonstrate an excellent understanding of their obligations with respect to their own safety and the safety of others in and around the workplace. FVNH does not tolerate any behaviour or work practices that do not meet the highest standards of WHS.

Submitting your Application

A complete application will require:

- Addressing of the Selection Criteria (available on website)
- Current Resume
- Completed Application for Employment Form (available on the website)

For more information please contact Kate Brill, Senior Employment Connector at DEC, on 0417 155 201 or via kate.brill@dorsetec.org.au

Completed applications can be emailed to elise.frost@bodec.org.au or posted to 48 Cecilia St, St Helens, 7216