

POSITION DESCRIPTION

WORK AND LEARNING CENTRE ADVISOR

DEPARTMENT	Morwell Campus
REPORTS TO	Operations Manager Learn Local & Work and Learning Centre
DATE	April 2025
POSITION OBJECTIVE	The Work and Learning Centre (WLC) Advisor (Part-Time) supports local learners through guidance, mentoring, and practical assistance to engage in education, training, and employment that aligns with community needs and Brotherhood of Saint Lawrence expectations.
Achievement of the position objective will be reviewed against key performance indicators in the annual appraisal and review process and as required	

Our Values are reflected in our commitment to:

- * *Integrity*
- * *Inclusion*
- * *Quality*
- * *Collaboration*
- * *Safety*

Community College Gippsland (CCG) is a child safe organisation with zero tolerance for child abuse and is committed to the safety and wellbeing of all students. CCG supports and adheres to Child Safety Standards.

United we belong. Together we thrive.

The CCG community welcomes people from all backgrounds, abilities and identities. We are enhanced by our diversity and learn through inclusion, respect and understanding.

At CCG we:

- *Provide a safe and inclusive environment that is free from discrimination.*
- *Empower students and harness their uniqueness through voice and agency.*
- *Ensure equal employment opportunities for all and encourage the participation of underrepresented staff.*
- *Celebrate the differences of our people and recognise their unique contributions to our community*

SCOPE OF THE ROLE

The Part-Time Work & Learning Centre (WLC) Advisor plays a key role in connecting learners with education and employment opportunities. Working predominately offsite, the WLC Advisor is responsible for fostering partnerships with Employment Providers and other agencies, networking to inform course content, delivering courses for the local community, and connecting with learners. The Advisor ensures programs are delivered effectively, while supporting inclusive pathways to further education and sustainable employment. The role operates with a high level of autonomy in managing day-to-day learner engagement, while reporting to the WLC Manager for program coordination, compliance, and partnership alignment.

RESPONSIBILITIES

- Provide personalised, face-to-face guidance and support to learners, including pathway planning, mentoring, and referrals to appropriate education, training, and employment opportunities.
- Support progression of learners into further training, education or employment opportunities.
- Actively network and build relationships with local employers, training providers, and community partners to raise the profile of the WLC and identify opportunities for learners.
- Maintain accurate learner records and prepare reports as required.
- Ensure compliance with organisational policies, procedures, and relevant legislation.
- Contribute to team meetings, professional development, and a collaborative, positive team culture.
- Model CCG's values, uphold the Code of Conduct, and maintain a safe and supportive environment for all participants, including children and vulnerable individuals.
- Undertake other duties as required.

Use of campus company pool car to undertake offsite activities. All reasonable measures will be taken to ensure travel is completed within normal working hours.

KEY PERFORMANCE INDICATORS

- **Learner Engagement:**
 - Increase number of learners supported through personalised, face-to-face guidance, mentoring, and pathway planning, and positive feedback from participants. Support of 100% delivery of ACFE Hours for both Morwell and Warragul Campuses.
- **Learner Outcomes:**
 - Improved progression of learners into training, education, or employment pathways.

- **Partnerships & Employer Engagement:**
 - Increased development and maintenance of strong relationships with local employers, training providers, and community organisations; active networking to raise the profile of the WLC.
- **Compliance and Reporting:**
 - Accurate and timely record-keeping, reporting, and adherence to organisational policies and funding requirements.
- **Team Contribution:**
 - Active participation in team meetings, professional development, and collaborative initiatives.

CAPABILITIES/KEY SELECTION CRITERIA

- The candidate should demonstrate experience and practical application of the following capabilities within a work setting.
 - **Career Assessment and Counselling:** Ensures clients and students understand the purpose of assessment in career development work.
 - **Career Development & Program Delivery:** Prepares and presents program proposals that consider context, budget, objectives, and outcomes, selects tools, techniques, and technology to best facilitate the program, seeks client or student feedback with a desire to adapt and improve and demonstrates awareness of client or student needs in building relevant and accessible career resources and pathway information.
 - **Employer/Industry Liaison:** Applies effective networking, presentation, negotiation, and influencing skills and uses labour market information to assist clients in job search strategies and career planning.
 - **Diversity & Inclusion:** Applies culturally appropriate and trauma informed practices when working with individuals or groups and conducts specialised vocational counselling for people with disabilities, with neurodiversity and a range of social and emotional challenges.
 - **Child Safety & Ethical Practice:** Engages in ethical practice with other practitioners, clients, students, employers and the public, preserves the client's right to privacy and seeks clients expressed consent before disclosure of client information and avoids or discloses conflicts of interest which compromise the best interests of their client.
 - **Communication & Interpersonal Skills:** Uses verbal communication skills including reframing, questioning, reflection and active listening skills, uses communication skills to assess clients' needs, uses written and verbal language appropriate to the audience and context, uses digital communication ethically and effectively, writes and maintain accurate client or student records using systems provided by the organisation and contributes appropriately to multi-disciplinary teams and respects the value of others contributions.

ORGANISATIONAL FUNCTIONS

- Actively participate in and comply with the Health and Safety systems, policies and emergency procedures in place throughout the organisation including;
 - Promptly and accurately reporting all hazards, accidents, incidents and near misses;
 - Ensuring safe use and maintenance of equipment including PPE for self and students;
 - Maintaining a current knowledge of emergency evacuations procedures for all relevant campuses and participating positively in drills and training sessions.
 - Make recommendations for improvements in health and safety.
- Be aware of and participate in strategic planning process including making suggestions for improvements.
- Actively work with colleagues to build positive relationships and teamwork across the whole organisation.
- Perform other duties as requested, in a timely, professional, empathetic, accurate manner and in accordance with Community College Gippsland Policies and Procedures

MANDATORY REQUIREMENTS

- Clear Police check
- Clear Working with Children check
- Current Victorian Drivers Licence

QUALIFICATIONS

- Case management experience

FUNCTIONAL RELATIONSHIPS

Key Internal

Staff
Learners

Key External

Brotherhood of Saint Lawrence
Employment Providers/Agencies
Community Partners

DECLARATION:

I have read, understand, and accepted the above Position Description.
I understand that the Roles, Functions and Key Performance Indicators in this Position Description, form part of the Community College Gippsland Contract of Employment.

Signed: _____

Date:

Name: