



## Position Description

### Vocational Services Team Lead

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<b>Location</b>	Rockhampton
<b>Department</b>	Vocational Services
<b>Award</b>	Social, Community, Homecare & Disability Services Industry Award
<b>Classification</b>	Level 5 or as per negotiation
<b>Employment Status</b>	Full-Time

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### POSITION SUMMARY

Roseberry Qld is committed to creating strong, vibrant and compassionate communities by empowering people to lift themselves out of disadvantage and to create safe, vital, resilient lives for their families and community. The provision of supported vocational services to empower individuals to access employment and education outcomes is a core strategic goal of our organisation.

The position of Vocational Services Team Lead is responsible for the development and support of vocational programs that support our mission. This includes the development and support of the vocational service teams including Individual Placement and Support (IPS), Parentnext and Skilling Queenslanders for Work and other existing and developing vocational focused programs offered within Roseberry Qld. This position will be required to carry a client case load as part of their duties.

### Key Responsibilities/Outcomes:

The main responsibilities of the Vocational Services Team Lead are:

- Play a critical role in leading the implementation, on-going development and provision of vocational services
- Line management and professional support of vocational team staff
- Facilitate Roseberry Qld's representation with vocational reference groups, networks and working groups
- Scope, plan and implement practice improvements
- Ensure program fidelity and quality assurance standards within each program
- Coordinate knowledge transfer of vocational services best practice & system learning
- Install innovation and creative thinking into practice that improves the client experience and celebrates client achievement
- Facilitate all program reporting and undertake performance review to ensure compliance with funding expectations
- Manage a client case load (Parentnext and IPS Participants)

- Oversee the effective and efficient management of the team office.
- Oversee program budgeted expenditure as per financial delegation register

## RELATIONSHIPS

The position holder will be required to develop and maintain positive and effective working relationships with a broad range of people and organisations. They must positively represent Roseberry Qld to the public, community, government, and other organisations.

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<b>Reports To:</b>	General Manager
<b>Direct Reports:</b>	All vocational team staff
<b>Indirect Reports to:</b>	RQ Management Team
<b>Internal Relationships</b>	RQ Business Team Headspace Teams All Roseberry Staff
<b>External Relationships</b>	Employer and Educational Networks Local youth, health and community service providers and staff Government departments, ministers and staff Other external partners, vendors, providers and key stakeholders

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## SELECTION CRITERIA

### Qualifications and Registrations

#### Essential

- Demonstrated experience working directly with young people and/or disadvantaged sector community groups.
- Experience working with job seekers to identifying and promote employability skills and job matching
- Demonstrated experience undertaking fidelity reviews and implementing program improvements
- Proven experience assisting people facing disadvantage to obtain competitive employment.
- Experience of collaboration and working in community multi-agency partnerships.
- Experience of staff supervision and coaching staff to perform at their optimum capability and capacity.
- Grounded understanding of the principles of evidence-based supported employment initiatives.

#### Desirable

- Experience in the not for profit/non-government sector.
- Experience in the mental health sector

### Personal Attributes

- High levels of professionalism, confidentiality and discretion.
- Positive and collaborative team player.
- Strong leadership and mentoring skills.
- Adaptability and flexibility to changing work environments and requirements

- Demonstrated ability to work effectively with vulnerable people.

**WORKPLACE POLICIES AND PRACTICES**

All employees and contractors are required to familiarise themselves with the organisation’s policies and procedures and to abide by them at all times.

The position holder must also:

- Maintain a current check for working with young people, as per the relevant state legislation.
- Undergo a current and satisfactory Police Check.
- Maintain a current driver’s licence.
- Participate in annual individual performance reviews and professional development planning.
- Be able to undertake frequent travel between Gladstone and Rockhampton.

**Approved By**

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**Date Approved**

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26 July 2022

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