

Employment Placement Coordinator

Regional Learning Centre- Maraenui

Kaupapa | Purpose

Scope:	Co-ordinate and deliver the Services and Outcomes of the “Employment Placement Service” Agreement with MSD on behalf of EIT
Reports to:	Maraenui RLC Coordinator
Team:	Faculty of Commerce and Technology
Location:	Maraenui Regional Learning Centre
Remuneration:	Allied Grade 4 \$60,000 - \$68,000

Ngā Hononga Mahi | Working relationships

Internal:	RLC Coordinator, Heads of School, Student Support Team, Programme Coordinators, Programme Leaders, School Staff, other EIT Managers and Internal EIT Staff.
External:	MSD, Government departments, MSD clients, employers, local community and industry stakeholders/groups
Financial:	Not applicable
People:	Not applicable

Ngā mahi | Do

1. Deliver “Service Placement Agreement” by:
 - a. Providing a tailored employment service by working closely alongside the Ministry of Social Development, supporting jobseekers to find employment and or full-time tertiary education opportunities
 - b. Working with participants to identify their career/employment aspirations and then developing an individual pathway for the participant to achieve these
 - c. Linking participants to sustainable paid employment and or full-time tertiary education opportunities
 - d. Providing on-going pastoral care and in work support to ensure a sustainable employment is achieved.
 - e. Offer employment support, to ensure both employer and employee are the right fit - Connecting jobseekers and recruiters with potential matches and assistance.

- f. Support participants with the transition from High School and long-term benefit dependency to further education, training, or employment.
- g. Create processes towards participants achieving goals, mental health, and well-being
- h. Develop and deliver participant centred activities including assessment, planning and intervention that are tailored to the needs of the participant and designed to prepare and move the participant into a sustainable employment placement and or tertiary education.
- i. Meet service agreement outcomes:
 - i. Improve employment outcomes through sustainable work
 - ii. Improve people's readiness for work, including through training and education
 - iii. Improve people's abilities to meaningfully participate in society
 - iv. Improve equity of outcomes, particularly for Māori and Pasifika
- j. Acknowledge and consider the situation of each participant and use an approach that is appropriate, individualized and delivered in a manner sensitive to participants' needs. The service must be delivered in an environment that is positive and encourages achievement.
- k. Meet performance measures. The expected outcomes and measures of the Service to be achieved are:
 - To engage 100% of the allocated service volume.
 - 65% of accepted participants will achieve an outcome
 - 75% of placed participants will achieve a sustainable outcome
- l. Present in oral and written forms when required
- m. Co-operate in a collaborative manner to achieve outcomes and participate in reporting

General:

- Undertake any other responsibilities or tasks, as negotiated to this position as requested by the RLC Coordinator.
- Comply with EIT | Te Pūkenga policies and procedures.
- Contribute to a healthy workplace by implementing safe work practices and strategies to effectively manage personal wellbeing.

Demonstrate commitment to:

Te Tiriti o Waitangi. Through our developing understanding of our obligations and our connection with Te Tiriti o Waitangi as both individuals and as an organisation.

Ākonga at the Centre. Through prioritising the experience, wellbeing, and success of our ākonga in our decision-making process.

Equity. Through recognition, empowerment, and inclusion we can give greater acknowledgement of the unmet needs of Māori, Pacific and disabled ākonga and their whānau.

Vocational Education and Training Excellence. Through quality provision for all ākonga, meeting the regional needs of employers and communities.

Pūkenga | Have

Qualifications and Experience:

- Relevant qualification (Degree or equivalent preferred) or equivalent knowledge/Experience
- Full NZ Drivers Licence

Cultural Competence:

- Understanding of cultural safety principles and commitment to creating a culturally safe working and learning environment.
- Commitment to achieving parity in participant success.
- Appreciation of te reo me ōna tikanga Māori.

Interpersonal Skills:

- Ability to inspire and work within a team
- Strong communication, planning, organizational, and objective-achievement skills.
- Excellent relational skills with staff and participants at all levels.
- Networking ability with public, private, voluntary, employer networks and other related agencies.

Professional Attributes:

- High level of ethical integrity and be self-directed
- Dexterous in Financial Literacy skills
- Excellent IT skills
- Proficient Record keeping and report writing skills
- Honest and reliable
- Display common sense and initiative
- Possess respect and empathy for others
- Enthusiastic about working with a diverse range of individuals aged between 18-64 years
- Self-motivated, and able to inspire and empower individuals
- Well organized and decisive
- Excellent oral and presentation skills
- Able to take some individual responsibility to work as part of a team
- Commitment to ongoing learning and development
- Maintains confidentiality and engages in professional dialogue
- Make, maintain and sustain extensive local networks with support services including counselling, budgeting services, employers, industry groups and training providers.

Waiaro | Be

Authentic and Inclusive: Promote an environment of inclusion and authenticity, where all contributions are valued. Be courageous disrupt inequities for all, including Māori, Pacific and disabled peoples. Hold the conviction that meaningful partnerships with Māori/iwi will contribute to progress for all.

Connected: Integrate waiaro-sustainable thinking into your everyday mahi, meeting the needs of the present, without compromising our ability to meet our needs for the future.

Collective: Maintain a focus on results and delivery to build a sustainable, world class, vocational education and training network. Lean into transformation, challenge the status quo and choose courage over comfort to create better results for EIT Te Pūkenga, employers, ākonga and their whānau.

Self-Awareness: Accept change with confidence, understanding how to create the conditions you and others need to thrive. Demonstrate humility, be reflective and self-aware, always seeking to grow personally.

Ako: Hold lifelong learning as vital in connection, hauora, and continuous improvement both personally and professionally. No matter your role, recognise your mahi contributes to making a positive difference for our ākonga and their whānau, and their ability to create thriving communities. Recognise Te Tiriti o

Waitangi as a powerful mechanism for taking positive action in Aotearoa, and a pathway to achieve equity for all.

Mana tāngata: Contribute to a connected, creative, compassionate workplace, where teams are committed to growth, learning and achieving our shared purpose. Contribute to maintaining a safe environment for learning and development, in all you do, including Te Tiriti, equity, academic and professional excellence. Recognise kaimahi and whānau wellbeing are interconnected, when we support personal and professional growth we contribute to Te Oranga/participation in society.