



Workforce Plus Inc

Care Pl>ys VR NT Project Co-ordinator Position Description

Award or EBA:	Labour Market Assistance Award 2010
Classification/Grade:	Above Award
Reports to:	CEO Workforce Plus
Direct Reports:	3
Fixed Term Contract	August 2019 – 30 th June 2021

Background

Workforce Plus Inc is a not for profit organisation that specialises in working with people seeking to transition into employment. The organisation is working in a consortium with the Northern Territory (NT) Industry Skills Advisory Council (ISACNT), National Disability Services NT and the Karen Sheldon Group (Darwin, Tennant Creek & Alice Springs) to develop and trial Care Pl>ys Virtual Reality (VR) NT.

Care Pl>ys VR NT is funded by the Federal Government Department of Social Services (DSS) through the Try Test Learn Initiative and will work with Aboriginal young people who are seeking employment, including young people ready to leave school and transition into the workforce, to:

- Co-develop two VR products:
 - A VR Work Experience game that introduces the opportunity to work in the human services sector in the NT;
 - A Work Induction VR game that provides the opportunity for new employees to interact with and understand key human services quality requirements;
- Trial the combined VR Work Experience game and ISACNT Get SET, Skills Employment Training in preparing young Aboriginal job seekers in the NT for work in the human services sector. (Trials will be conducted in Darwin, Alice Springs and locations such as Tennant Creek, East Arnhem Land & Katherine).
- Support training participants to take up and sustain employment in the sector.

Note: Program developers acknowledge that non-Aboriginal young people will also benefit through participation with Care Pl>ys VR. If places are available, they will be eligible for the program.

Underpinning this project is the learning from two initiatives that have been developed and tested by the consortium partners. These are:

- Work Pl>ys VR - a virtual reality work experience game that gives a “work experience” immersion into Disability Support Worker roles;



- Get SET, Skills Employment Training resource that focuses on the community services and health industry sectors.

Roles Key Accountabilities

Project Delivery

Project administration & maintenance

- Work with the CEO of Workforce Plus to ensure the success of Care Pl>ys VR;
- Promote Care Pl>ys VR NT to employers, employment services, training providers and CDP;
- Ensure professional communication to all clients, stakeholders and employers;
- Coordinate meetings and functions;
- Foster strong relationships with consortium partners and project stakeholders;
- Undertake administration tasks to ensure the Care Pl>ys VR project milestones are delivered on time.

Care Pl>ys VR resources

- Work with the Care Pl>ys VR NT Creative Team to ensure all logistics relating to the co-design and filming elements of the initiative are implemented;
- Recruit and support co-design participants and employers to participate in the project;

Trials

- Support and oversee project staff in their delivery of clear action plans;
- Support project staff in recruiting and retaining participants and employers in the trials;

Reporting, System and Analytics

- Actively use and ensure Project Staff use DSS reporting systems and Workforce Plus' Axcelerate and EKey systems;
- Ensure the required data for reporting and evaluation is collected in accordance with administration requirements and project contractual obligations;
- Maintain data base of client, stakeholders and employer information.

Financials, Budgets, Target, Funding

- Work with the CEO to ensure that Care Plays VR is delivered within budget constraints.
- Ensure that financial expenditure is in line with approved Workforce Plus policy and delegations.

Culture, Engagement, Diversity – People Experience

- Demonstrates behaviours aligned with Workforce Plus Values and Code of Conduct;
- Participates in regular performance reviews;
- Actively participates in all required training, inductions and development;
- Offers balanced views when seeking solutions;
- Actively supports and demonstrates inclusive behaviour with a zero tolerance for any bullying, harassment and inappropriate conduct;
- Demonstrates an ability to, and experience in, working with diverse communities including Indigenous communities.



Health and Safety

- Take reasonable care to ensure no risk of harm to self and others in the workplace. This includes immediately reporting any incidents, near miss, hazards and injuries.
- Comply with relevant Occupational Health and Safety laws, standards, safe work practices, policies and procedures and attend all safety initiatives, improvements & training.
- Demonstrate safe work behaviours and conducting work in accordance with Workforce Plus policies and procedures.

Risk Management and Compliance – Quality and Accreditation

- Ensure documentation supports both quality and contractual standards.
- Actively identify, monitor and manage areas of key risk and lead appropriate escalation and response.
- Actively monitor and improve the quality and safety of training and support services
- Identify risks as they emerge and proactively addressed new and take action to mitigate unknown and potentially emerging risks.
- Commitment to partnering with clients to facilitate effective engagement and participation.

This position description contains the key roles and responsibilities for this position. The above list is not intended to be complete. Other tasks may be assigned from time to time to meet the needs of the project and obligations of the organisation. Specific actions and objectives of this role will be outlined through the goal setting and review process throughout the duration of the appointment.

Workforce Plus Requirements

- Current Northern Territory Drivers Licence
- Valid Northern Territory Ochre Card
- Satisfactory NT and Australian Federal Police Checks

Key Selection Criteria

Qualifications

Mandatory: N/A

Desirable:

- Qualification in training and/or youth work
- Understanding of Human Services Sector

Experience & Skills

- Exceptional people relationship skills
- Ability to work under pressure and multi-task with a high attention to detail;
- Highly developed computer skills including proficiency in excel and client records management systems;
- Human Services, NDIS or disability experience
- Well-developed written and oral communication skills.



- Ability to liaise effectively with clients, schools, education and training providers, community groups, staff and external agencies.
- Ability to liaise effectively with consortium partners and stakeholders including government agencies to further the key interests and objectives of the project,
- Ability to negotiate and gain co-operation and support from others in a team environment.

Employee Acknowledgement

I, _____, acknowledge I have read and understood this position descriptions and the requirements of my role.

Signature _____ Date _____