

## VOCATIONAL COORDINATOR REGIONAL DEVELOPMENT

Location	Group	Reports to	Direct Reports
Greymouth	Regional Development	Economic Development Manager	0

### Core Purpose:

To strengthen connections between local employers, schools and students to achieve greater engagement in vocational education and employment, with the aim of supporting sustainable careers for youth and regional economic prosperity.

The Vocational Coordinator will develop, maintain and grow an Education-to-Employment Brokerage (EEB) service within the region, as part of a national network of EEB providers.

The service aims to raise the profile of vocational education as a highly desirable career pathway option for all secondary school students in the West Coast region and strengthen the pipeline of students coming into the vocational education system.

They will need to build trusting and effective relationships with staff and students at schools, industry and training organisations, employers/business community and other related community networks and organisations.

This EEB service is an initiative of the Ministry of Social Development (MSD) which the DWC have been contracted to deliver in the West Coast region. An outcome will be increased levels of youth employment and a decrease in the numbers of youth Not in Education Employment or Training (NEET).

### Critical Functions:

#### Education to Employment Brokerage Service

- Develop, maintain and grow a regional Education to Employment Brokerage (EEB) service, including:
  - Coordinate and deliver the provision of vocational employment and education information to secondary school students and their advisors (e.g. teachers, career advisors, caregivers).
  - An events calendar that connects schools, communities, and employers that will raise awareness of vocational education careers.
  - All promotional aspects of the EEB service.
  - Any other innovative initiatives to expose and educate all secondary school students and staff to the wide variety of business and industry, associated career opportunities and further vocational education pathways to enable them to make as fully informed as possible decisions on a future career.
- Create, deliver and maintain a timely reporting system to relevant stakeholders.
- Maintain a general foundation knowledge of the ever-evolving education system and future of work environments aligned with the expectations of both employees and employers.

#### Stakeholder Management

The ability to develop and maintain a strong network of engaged stakeholders is critical in this role and will require the ability to strategically source, build and cultivate relationships and including:

- Build trusting and effective relationships with staff and students at schools, industry and training organisations, employers/business community and other related community networks and organisations.



- Develop key strategic partnerships and work collaboratively with other organisations in the Youth employment space.
- Maintain a high level of communication among area schools, industry and training organisations, business and community networks and organisations.

## Key stakeholders

- Development West Coast CEO, Direct Manager, staff and the Upskill team.
- Regional stakeholders, including the Councils, partner organisations and the local community.
- Development West Coast suppliers and customers.
- Secondary School staff, students and families.
- Business and Industry leaders, employers and employees.
- Training Providers and Community Organisations.
- Central Government Agencies – especially Ministry of Social Development and Ministry of Education.

## Success Indicators

- DWC is recognised locally and nationally as the West Coast's regional and economic development organisation and regional tourism organisation, with productive and connected local and national relationships forged.
- Vocational education as a highly desirable career pathway option is raised.
- Positive business growth and development across the region.
- Successful delivery of Education-to-Employment Brokerage (EEB) service within the region, as part of a national network of EEB providers.
- Operating plans, goals and objectives set out in the annual Business Plan as they pertain to education to employment are implemented and achieved.
- Functions required of being the region's Vocational Coordinator are undertaken efficiently and effectively.

## Capabilities

- Excellent communication skills related to oral, written, and other mediums including customer relationship management and database management.
- Relationship Builder – a strong listener, skilled at building and continuously growing strong and trusted relationships both internally and externally.
- Stakeholder Management - experience in multiple stakeholder management with exceptional collaboration and relationship-building skills
- Flexible – ability to be proactive and reactive, managing multiple priorities and able to eliminate roadblocks and not be deterred by the unexpected.
- Lateral thinker - ability to challenge conventional thinking and provide original and innovative insights and solutions
- Team Member – a team player who supports colleagues and collaborates to achieve objectives.
- Has a decisive and self-starting attitude with energy and motivation to be effective in a very demanding environment.
- Requirement to meet all vetting requirements under the Children's Act 2014.
- Current Driver's License.



### **Desirable**

- Experience in project management.
- Experience working in education and/or commercial sector.
- Experience working with youth.