

POSITION DESCRIPTION

POSITION TITLE	Field Officer
LAST UPDATED	Oct 2018
DEPARTMENT	State Team
REPORTS TO	State Manager
CLASSIFICATION	Field Officer
DIRECT REPORTS	Nil
EMPLOYMENT STATUS	N/A
ENVIRONMENT	<p>AFL SportsReady is a national not for profit employment and education company that has facilitated employment, education for thousands of Australians since 1994. While having a history of excellence in the football industry, we now work across sectors including the arts and creative industries, education, business and the broader sports and recreation sector. As part of this work, we support many trainees right across the country through our Group Training operations.</p> <p>We continue to increase our footprint through our growing Aboriginal and Torres Strait Islander employment program, the expansion of the work we do through our Registered Training Organisation, SportsReady Education, and our well established ArtsReady program.</p> <p>AFL SportsReady is governed by a volunteer Board of Directors, and has a passionate staff team of over 80 people. With offices in all states across the country, we enjoy excellent relationships with a range of corporate partners, all levels of Government and community.</p>
VALUES	<p>AFL SportsReady’s values represent who we are, and what we hold as most important. Our values are:</p> <p>Respect - we listen to and learn from others Excellence - we strive for excellence in all that we do Pride - we have pride in what we do and where we work Ethics - we are ethical in our decision-making and behaviour Accountability - we do what we say we will do Team - together we are more than the sum of our parts.</p>
PRIMARY PURPOSE OF THE ROLE	<p>The purpose of this role is to maintain a case load of trainees and host employers across the state, and to support the safe and successful completion of traineeships.</p> <ul style="list-style-type: none"> • Trainee management and support; • Host employer support and management; • Business development and program promotion; • Stakeholder and community engagement; • Administration and team work; • Other duties as required.
KEY RESPONSIBILITIES	<p>Trainee management and support</p> <ul style="list-style-type: none"> • Monitor the progress of trainees through face to face and non-face to face contact to support safe and successful completion of traineeships. • Provide advice and guidance to trainees, and direct employees on work performance, professional expectations, wellbeing and welfare. • Build strong relationships with participants, support their personal growth and development. • Organise and support advertising and recruitment activities for traineeship positions.

- Ensure trainees receive ongoing and appropriate training so that they reach a satisfactory standard of performance at the conclusion of their traineeship.
- Monitor training and employment conditions on a regular basis.
- Identify issues and risks to trainees and refer to management where required.

Host employer management and support

- Manage and maintain strong relationships with current host employers by providing a high quality and responsive service, resolving trainee issues as they arise.
- Provide regular updates and feedback to hosts in relation to trainee education and employment progress.
- Work with host employers to maintain strong understanding of trainee's progress, status and next steps with regards to the equation component of their traineeships.
- Ensure trainees receive ongoing and appropriate workplace/ on the job guidance and coaching from host employers/ supervisors.

Support promotion and business development activities

- Provide timely and accurate advice and information on programs and services to program participants and host employers.
- Discuss future workforce needs with current employers to ascertain potential repeat business opportunities.
- Promote the full set of services of AFL SportsReady to current and potential host employers to create and build business development opportunities.
- Assist with development and presentation of information sessions and workshops.
- Attend Careers Expos / Career Nights/ School presentations as required.
- Contribute to other agreed company business development priorities as required.

Stakeholder and community engagement

- Support AFL SR to maintain and expand community networks, including visits to community organisations, schools and other community partners.
- Provide input to planning and coordinating community engagement activities.
- Work closely with AFL SR staff to support successful completion of all aspects of traineeships (e.g. Educators, Mentors).
- Liaise with external stakeholders and community bodies as required.
- Represent the State Manager, where required.

Administration

- Complete necessary administration accurately and on time (such as records of trainee engagement).
- Keep trainee and host details and status up to date.
- Contribute to filing and file maintenance, ensuring administration is completed on time and to a high quality.
- Contribute to broader State initiatives as required.

Other Duties:

- The employee may be asked to perform other duties as required.
- This position may involve some after hours and occasional weekend work.
- This position requires regular regional travel, and infrequent inter-state travel.
- The employee is expected to participate in key company activities such as reviews and state meetings.

QUALIFICATIONS, EXPERIENCE, SKILLS & VALUES

ESSENTIAL

- Relevant qualifications and/or sector experience;
- Demonstrated understanding of the issues facing Aboriginal and Torres Strait Islander communities and young people;
- Connection and commitment to vision and purpose of AFL SR;

- Willingness to undertake regular metropolitan and regional travel;
- Effective team worker and excellent communicator;
- Demonstrated initiative, ability to work autonomously and sound judgement;
- Effective written and verbal communication skills; and
- Demonstrated ability to follow systems and processes to maintain accurate records.

DESIRABLE

- Relevant experience eg. case management, client management, training, employment services.
- Experience working in within an employment services or Group Training Organisation environment.
- Qualifications in community services, social work, psychology or similar.
- Proficiency with Microsoft applications and client management systems.