

## Role Description

## Vocational and Data Coordinator

### Inclusion and Diversity

We all have a role in making our workplace one that embraces and values diverse backgrounds, perspectives and life experiences, creating a workplace where [we all belong](#).

Reasonable adjustments may be discussed with your manager, approved and documented to support and promote human rights and diversity across the workforce.



|                    |                                                                                                                                            |                     |           |
|--------------------|--------------------------------------------------------------------------------------------------------------------------------------------|---------------------|-----------|
| Job Evaluation No. | 25276                                                                                                                                      | Content Manager No. | 25/935857 |
| Work Unit          | <b>Nominated School</b><br><b>Nominated Region</b><br><b>School and Regional Operations and Performance Division</b>                       |                     |           |
| Location           | <b>Various</b><br><b>AO4 Qld Public Service Officers and Other Employees Award - State 2015</b>                                            |                     |           |
| Classification     | <b>36 ¼ hour week</b>                                                                                                                      |                     |           |
| Job Type           | <b>Permanent / Temporary / Full-time / Part-time</b><br><b>Temporary period until XXXX unless otherwise determined</b><br><b>per annum</b> |                     |           |
| Salary Range       | Salary is reflective of full-time employment (1.0FTE)<br><i>Plus superannuation contributions of up to 12.75% of your annual salary.</i>   |                     |           |

### Your employer

The Department of Education (DoE) is committed to delivering responsive services focused on equity and excellence to Queenslanders and their communities. We promote equity and excellence by our commitment to respect, protect and promote human rights. Our objectives are a strong start for all children, every student realising their potential, capable people delivering our vision. Our vision is one of equity and excellence in a progressive, high performing education system that realises the potential of every student.

For more information about the department, please visit our website at [www.qed.qld.gov.au](http://www.qed.qld.gov.au)

### Your opportunity

As the Vocational and Data Coordinator, you will:

- Manage and strengthen school–industry partnerships through School Based Traineeships, Apprenticeships, work experience, and vocational training, while providing high-quality data management, analysis, and reporting inclusive of Queensland Curriculum and Assessment Authority (QCAA) data to support evidence-based decision making to maximise pathways for students and improve student outcomes.
- Lead promotional, engagement, and monitoring activities to ensure sustainable partnerships that benefit students, employers, and the school community, while developing and maintaining productive relationships with businesses, TAFE, apprenticeship support agencies, and community organisations.

The Vocational and Data Coordinator reports to the Principal, or nominated delegate, nominated school.

### Your role

Responsibilities include:

- Actively engage with employers, industry, and training providers to source School Based Apprenticeship, Traineeship, and vocational training opportunities.
- Coordinate recruitment and enrolment of students into vocational programs and work readiness initiatives (e.g., Year 10 work readiness program).
- Provide ongoing support to employers through continuous and regular feedback processes and lead promotional events, employer visits, and communication strategies to raise awareness of pathways, while overseeing the coordination, compliance, and monitoring of the school's work experience program.
- Develop, manage, and maintain school information systems to ensure accurate program data, analyse student participation, retention, and outcomes in VET, apprenticeships, and traineeships, and identify and correct system errors in consultation with leadership.



Customers first



Ideas into action



Unleash potential



Be courageous



Empower people

Work safe,  
learn safe, play safe
**Queensland**  
**Government**

- Produce regular and ad hoc reports for the Principal and leadership team, highlighting achievements, risks, and opportunities and contribute to KPI development.
- Support senior staff in performance measurement and assist with the QCAA and departmental reporting to ensure compliance with policies and legislative requirements.
- Design and implement engagement activities to market vocational pathways to students, families, and the broader school community.
- Support the coordination of Senior Education and Training (SET) planning, ensuring vocational options are integrated and supported with quality data.
- Contribute to developing business and promotional plans aligned with school strategic priorities and assist with curriculum-related administrative tasks supporting pathways planning and student outcomes.

#### **Other responsibilities (as required)**

- Other suitable duties, consistent with the duties and responsibilities of the position as directed by the supervisor or nominated delegate.

### **Leadership Competencies**

[Leadership Competencies for Queensland](#) describes what highly effective, everyday leadership looks like in the public sector. In simple, action-oriented language, it provides a common understanding of the foundations for success across all our roles within the department.

#### **Vision:**

- Leads strategically – thinks critically and acts on the broader purpose of the system.
- Stimulates ideas and innovation – gathers insights and embraces new ideas and innovation to inform future practice.
- Leads change in complex environments – embraces change and leads with focus and optimism in an environment of complexity and ambiguity.
- Makes insightful decisions – makes considered, ethical and courageous decisions based on insight into the broader context.

#### **Results:**

- Develops and mobilises talent – strengthens and mobilises the unique talents and capabilities of the workforce
- Builds enduring relationships – builds and sustains relationships to enable the collaborative delivery of customer-focused outcomes.
- Inspires others – inspires others by driving clarity, engagement and a sense of purpose.
- Drives accountability and outcomes – demonstrates accountability for the execution and quality of results through professionalism persistence and transparency.

#### **Accountability:**

- Fosters healthy and inclusive workplaces – fosters an inclusive workplace where health, safety and wellbeing is promoted and prioritised.
- Pursues continuous growth – pursues opportunities for growth through agile learning and development of self-awareness.
- Demonstrates sound governance – maintains a high standard of practice through governance and risk management.

### **Additional information**

- This role description works in conjunction with the Applicant Information Package
- It is a mandatory condition of this role that you:
  - Possess a current Working with Children Check clearance (blue card) issued by Blue Card Services. (In accordance with the [Working with Children \(Risk Management and Screening\) Act 2000](#) a person is prohibited from working in regulated child-related employment unless the person holds a current Working with Children Check clearance (blue card) issued by Blue Card Services).