



EXPRESSION OF INTEREST

AO4 Industry Liaison Officer

Full-Time | Temporary remainder of 2026 (with possibility of extension)

36.25 hours per week, with access to accrued time to cover part of school holiday periods

An exciting opportunity exists for a motivated and dynamic **Industry Liaison Officer** to join the Western Cape College Secondary Student Services team.

As the Industry Liaison Officer, you will provide high-level leadership in the coordination and management of the College's school-based apprenticeship and traineeship program, working to maximise vocational education, training and employment opportunities for secondary students.

About the Role

The Industry Liaison Officer will primarily work across the Weipa Secondary Campus, engaging with industry, training organisations, government and community stakeholders to build strong vocational pathways for students.

You will:

- Lead and manage the school-based apprenticeship and traineeship program.
- Proactively engage with industry and business to source apprenticeship, traineeship and structured workplace learning opportunities.
- Develop and promote vocational education, TAFE and employment pathways as preferred career options.
- Establish and maintain highly effective industry and business networks.
- Provide regular updates to the Principal/Deputy Principal regarding program outcomes and emerging risks.
- Coordinate high-profile vocational and career-related events within the school community.
- Develop and implement promotional materials, marketing strategies and communication initiatives.
- Work collaboratively with schools, vocational institutions, government agencies, employers and community groups to strengthen partnerships.
- Coordinate and oversee work experience placements, including monitoring students in the workplace and ensuring compliance with departmental policy.
- Support the recruitment and enrolment of students into pathway options.
- Assist in the development and delivery of Year 10 work readiness programs, including employer engagement activities.
- Provide high-level client support to business and industry partners, establishing feedback mechanisms to support continuous improvement.
- Maintain current knowledge of vocational education legislation, policies and compliance requirements.

This role requires the ability to understand, interpret and apply a broad range of vocational legislation and departmental policies, and to confidently engage stakeholders on complex or sensitive matters.

In addition to the opportunity for flexible work arrangements, this position also provides:

- Access to accrued time to cover part of school holiday periods in addition to 5 weeks annual leave entitlement.
- Fortnightly locality allowance payable each fortnight.
- Remote travel benefit payable (after 12 months) for the employee and dependents, including one return air flight to Cairns and one return air flight to Brisbane each year.

Interested?

Applicants are required to submit a current CV, contact details for two referees (one of whom should be your current supervisor) and a maximum two-page written response outlining your suitability for the role referring to the above Suitability Assessment Criteria.

Enquiries should be directed to:

Jarrod Prakelt, Associate Principal Secondary, jprak6@eq.edu.au

Applications are to be emailed directly to payroll@westerncapecollege.eq.edu.au & be received by COB Friday 6 March 2026.

When working in regulated employment and employee must have a current Working with Children Clearance (blue card) issued by Blue Card Services. The successful applicant must also pass a Criminal History Check.