



POSITION TITLE:	Employer Liaison
LOCATION:	Auckland
RESPONSIBLE TO:	Pathways to Employment Manager
FUNCTIONAL RELATIONSHIPS:	<p>Internal Pathways to Employment staff Refugee resettlement staff, volunteers and Local Red Cross staff National refugee transition manager</p> <p>External Refugee clients, groups and communities Current and potential employers Work and Income staff Regional education and training providers Agencies providing services to refugee clients Employment stakeholders, such as chambers of commerce and Careers NZ</p>

POSITION SUMMARY:

The goal of the Pathways to Employment service is to assist refugee background individuals to find meaningful and sustainable employment and to be economically independent. Employment not only improves economic independence; it is also important to social wellbeing and connection to New Zealand society.

The purpose of the employer liaison role is to grow the pool of employment opportunities for former refugees in the Auckland region, assist in preparing them for their job search and engagement in the New Zealand workforce appropriate to their previous experience and skills and ultimately, to facilitate successful employment. There is an expectation that work experience, internships, trials and paid employment will be monitored for an initial period.

The role includes intensive, individualised work with both refugee background clients and potential employers.

KEY RESPONSIBILITY AREAS:

Employment assessment and advice

- Work with clients to achieve work experience, internships, trials and paid employment
- Extend the network of employers and organisations willing to consider employing former refugees and offering work experience opportunities
- Work collaboratively with clients to identify appropriate career paths and milestones for reaching their goals
- Conduct individual and small group sessions with clients to develop effective strategic planning and employment seeking skills, an understanding of specific industry requirements and the priorities of employers from different sectors
- Maintain accurate records for reporting requirements and analysis

Networking and Partnerships

- Network with employers and employment related organisations in the region
- Demonstrate cross cultural understanding both internally and externally
- Work with relevant employers to grow employment opportunities for low skill, skilled and professional individuals from refugee backgrounds
- Keep up to date with labour market trends
- Work collaboratively with Work and Income and other key agencies to enhance and strengthen networking and information sharing
- Actively participate as part of the wider Red Cross team and ensure smooth linkages between resettlement and employment

Monitoring and Reporting

- Maintain accurate records for reporting requirements and analysis
- Documenting success stories to present to funders
- Maintaining up to date email distribution lists of employers and contacts
- Carrying out employer satisfaction surveys

Health & Safety

- Ensure the prompt and accurate reporting, recording and investigation of all workplace incidents and injuries
- Ensure all hazards are promptly assessed for their significance, and managed according to the hazard management process.

Note: The foregoing paragraphs are intended to describe the duties that the appointee will be expected to undertake in this position.

It should not be regarded as a complete and exhaustive list and does not prevent the addition, alteration or deletion of duties from time to time in accordance with the needs of New Zealand Red Cross.

It is inherent in all areas of Red Cross work that staff are required to apply and uphold the Principles of Red Cross Red Crescent.

DELEGATIONS:

Staff Management

Number of direct reports	Nil
Number of staff reporting to direct reports	Nil

Delegations

Financial Delegations	Nil
Employment Related Delegations	Nil

PERSON SPECIFICATION:

Qualifications:

Tertiary education in relevant field (desirable)

Experience/Competencies

The appointee would be able to demonstrate:

- Awareness of New Zealand employer priorities and familiarity with employment organisations and networks in the region
- Proven skills in career development and the ability to engage with clients collaboratively
- Appreciation of the benefits of diversity in workplaces
- Proven skills in recognizing and developing work readiness
- Ability to build client confidence and job search skills
- Competence in intercultural communication and experience working with people from diverse and marginalised backgrounds
- Understanding of the refugee journey and common issues faced during the resettlement process
- Excellent communication skills, especially in the art of listening
- Excellent IT skills in Microsoft Office Suite
- Problem solving, strategic planning and advocacy skills and experience
- Excellent and proven relationship building
- Ability to work independently, take initiative, set goals, manage time and be responsible for own learning
- Empathy with humanitarian causes
- Enthusiasm and the commitment to work as a team member of Red Cross.

A commitment to the Fundamental Principles of the International Red Cross Movement is imperative.

Driver's Licence

A current motor vehicle driver's licence is essential.

APPROVED:

Authorised signature:	
Name:	
Position:	
Date:	