Burdekin Shire Council is seeking applications for a Regional Skills Investment Strategy (RSIS) Project Coordinator. This position is a fixed maximum term of 2 years and is made available through funding from the Department of Employment, Small Business and Training (DESBT). Ongoing employment beyond the 2-year term is not guaranteed.

The RSIS will support the DESBT to partner with selected regional communities to identify current and emerging jobs and ensure there is a supply of skilled local people to meet this demand.

RSIS will bridge the gap between existing training opportunities provided through the Queensland Government’s Annual Vocational Education and Training (VET) Investment Plan and current workforce skill needs in targeted regions.

Supporting local industry to meet their skilled labour needs will be the focus of local RSIS projects, which will drive regional collaboration to address local workforce issues related to skilling and training.

**The Position**

The key responsibilities include:

- Promote the RSIS objectives in the Burdekin region to identify current and emerging jobs in targeted industries and ensure there is a supply of skilled local people to meet demand.
- Establish and support a local RSIS reference group and ensure program objectives and project milestones remain the focus.
- Lead stakeholder engagement activities including small group discussions, individual meetings and forums.
- Engage with local industry and community to identify training and skills issues and develop solutions in partnership with DESBT.
- Provide high level project management and coordination of project to achieve outcomes associated with the Annual VET Investment Plan.
- Provide timely advice and information to DESBT regarding RSIS project activities and outcomes.
- Promote VET pathways and training available under the Annual VET Investment Plan.
- Collaborate with RSIS Project Coordinators in other regions to share best practice and support the development of training solutions to challenging skills issues.
- Develop a project plan and communications strategy.

**The Person**

The successful applicant will possess the following attributes at a minimum:

- Comprehensive understanding of the VET sector including the Queensland Government’s Annual VET Investment Plan and related stakeholders including national and state regulators and professional industry bodies.
- Sound knowledge of the current workforce and skills issues in the Burdekin region.
- High-level interpersonal skills used to build relationships, overcome diversity and influence change.
- Strong time management, negotiation, research and mediation skills.
Regional Skills Investment Strategy Project Coordinator –
Fixed Maximum Term 2 Years

- Comprehensive project management skills to identify strategic goals and work autonomously against a project plan to achieve milestones and key objectives.
- High-level written communication skills used to write and interpret briefs, written reports and other documentation as required.
- High-level oral communication skills used to facilitate presentations, chair meetings and speak publicly.
- Tertiary qualifications in Administration, Human Resources or Management, or commensurate experience in these fields.

Applicants should familiarise themselves with the entire position description.

The applicable base salary is in the range of ($91,770pa and $94,546) with the commencing salary dependent upon the skills and experience of the successful applicant.

Applications for 19/27 – RSIS Project Coordinator should include:
- A cover letter
- A current resume
- Statements addressing the selection criteria

Applications can be submitted using one of the following methods:
- Email – employment@burdekin.qld.gov.au
- Mail – Confidential Application No. 19/27, PO Box 974, Ayr Qld 4807

Applications close on Tuesday, 11 June 2019 at 5.00pm. Word or PDF format is preferable.

For further information please contact Eliza Lovell – Economic Development Coordinator on (07) 4783 9800.
Regional Skills Investment Strategy Project Coordinator

It is essential to respond to each criterion outlining how you have demonstrated each skill or quality, with examples from your work experiences. Short-listing of candidates will be based upon an assessment of how your skills, qualifications, experience and knowledge align with the selection criteria.

**Essential**

1. Demonstrated project management skills used to work autonomously against a project plan, identify strategic goals and achieve milestones and key objectives.

2. Comprehensive knowledge and understanding of the VET sector and the Queensland Government’s Annual VET Investment Plan.

3. High-level oral communication, presentation and negotiation skills with a proven ability to effectively facilitate stakeholder engagement activities, mediate conversations with varying opinions and present information in a group environment.

4. High-level written communication skills used to write and interpret briefs, reports and other relevant documentation.

5. Knowledge of current workforce and skills issues in the Burdekin region and the ability to differentiate between training and skills issues and broader workforce issues.

6. Current C Class Drivers Licence.

7. Tertiary qualifications in Administration, Human Resources or Management, or commensurate experience in these fields.
Position Description

Regional Skills Investment Strategy Project Coordinator

<table>
<thead>
<tr>
<th>Position Number</th>
<th>10026</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certified Agreement</td>
<td>Burdekin Shire Council Certified Agreement - 2018</td>
</tr>
<tr>
<td>Award</td>
<td>Queensland Local Government Industry (Stream A) Award – State 2017</td>
</tr>
<tr>
<td>Award Section</td>
<td>Section 1 - Administrative, clerical, technical, professional, community service, supervisory and managerial services</td>
</tr>
<tr>
<td>Award Level</td>
<td>Ceiling Level 7</td>
</tr>
<tr>
<td>Reports To</td>
<td>Economic Development Coordinator</td>
</tr>
<tr>
<td>Place of Employment</td>
<td>Council Chambers, 145 Young Street, Ayr</td>
</tr>
<tr>
<td>Employment Type</td>
<td>Fixed Maximum Term 2 Years</td>
</tr>
</tbody>
</table>

Position Objective

The Regional Skills Investment Strategy (RSIS) will support the Department of Employment, Small Business and Training (DESBT) to partner with selected regional communities to identify current and emerging jobs and ensure there is a supply of skilled local people to meet this demand.

RSIS will bridge the gap between existing training opportunities provided through the Queensland Government’s Annual Vocational Education and Training (VET) Investment Plan and current workforce skill needs in targeted regions.

Supporting local industry to meet their skilled labour needs will be the focus of local RSIS projects, which will drive regional collaboration to address local workforce issues related to skilling and training.

Employer Arrangement

Burdekin Shire Council (Council) has entered into a partnership with DESBT to undertake a two-year regional engagement and collaboration project funded through RSIS that will foster local partnerships and support local economic and employment opportunities in the Burdekin.

During the term of appointment, the RSIS Project Coordinator will be employed directly by Burdekin Shire Council.

Key Responsibilities

Council is committed to a One Team One Council approach where all departments work collaboratively together to achieve value for money for the rate payers of the Burdekin.

Accordingly, the key responsibilities may be modified from time to time to ensure the expected outcomes are coordinated with Council’s operational and corporate plans. Without limiting the above, the key responsibilities shall include:
Position Description

Regional Skills Investment Strategy Project Coordinator

- Promote the RSIS objectives in the Burdekin region to identify current and emerging jobs in targeted industries and ensure there is a supply of skilled local people to meet demand.
- Establish and support a local RSIS reference group and ensure program objectives and project milestones remain the focus.
- Lead stakeholder engagement activities including small group discussions, individual meetings and forums.
- Engage with local industry and community to identify training and skills issues and develop solutions in partnership with DESBT.
- Provide high level project management and coordination of project to achieve outcomes associated with the Annual VET Investment Plan.
- Provide timely advice and information to DESBT regarding RSIS project activities and outcomes.
- Promote VET pathways and training available under the Annual VET Investment Plan.
- Collaborate with RSIS Project Coordinators in other regions to share best practice and support the development of training solutions to challenging skills issues.
- Develop a project plan and communications strategy within three months of commencement.

Expected Outcomes

- Improved alignment of training opportunities provided through the Queensland Government’s Annual VET Investment Plan with current workforce skill needs.
- Increased awareness by industry and employers of support available under the Annual VET Investment Plan.

Key Performance Indicators

The RSIS Project Coordinator, is responsible for:

- Establishing a local RSIS reference group and convening regular meetings.
- Developing and implementing Terms of Reference for the local RSIS reference group.
- Developing a Project Plan outlining project objectives, proposed activities, and expected outcomes.
- Undertaking ongoing engagement with key stakeholders relevant to the project.
- Attending quarterly meetings with Council and DESBT regarding contract reporting requirements.
- Submitting quarterly reports to Council and DESBT outlining project progress, key stakeholder activities undertaken, milestones achieved and outcomes.
- Carrying out the directions of Council and DESBT in a timely, effective and professional manner.

Position Requirements

Knowledge

- Comprehensive understanding of the VET sector including the Queensland Government’s Annual VET Investment Plan and related stakeholders including national and state regulators and professional industry bodies.
- Sound knowledge of the current workforce and skills issues in the Burdekin region.
Regional Skills Investment Strategy Project Coordinator

Skills

- High-level interpersonal skills used to build relationships, overcome diversity and influence change.
- Strong time management skills.
- Comprehensive negotiation skills.
- Strong mediation skills.
- Comprehensive project management skills to identify strategic goals and work autonomously against a project plan to achieve milestones and key objectives.
- Strong research skills.
- High-level written communication skills used to write and interpret briefs, written reports and other documentation as required.
- High-level oral communication skills used to facilitate presentations, chair meetings and speak publicly.

Abilities

- Ability to understand current workforce and skills issues in the Burdekin region and differentiate between training issues and broader workforce issues.
- Ability to identify and facilitate cooperation amongst stakeholders with conflicting agendas and motivators.
- Ability in creating and building sustainable long-term networks and relationships.
- Ability to remain innovative and forward-thinking.
- Ability to analyse qualitative and quantitative data and information to inform project goals.

Other Requirements

- Personal characteristics of self-motivation, personal presentation, commitment, enthusiasm, adaptability, and the ability to deal with pressure.

Experience and Qualifications

- Tertiary qualifications in Administration, Human Resources or Management, or commensurate experience in these fields.

Award Classification

These classification characteristics are drawn directly from the Queensland Local Government Industry (Stream A) Award – State 2017, and are used as a guide to determine the level of this position, but may not form a specific part of the key responsibilities:

Organisational Relationships

- Works under limited direction.
- Normally supervises other employees and establishes and monitors work outcomes.

Extent of Authority

- Manages a work area of Council.
Regional Skills Investment Strategy Project Coordinator

- Has significant delegated authority. Selection of methods and techniques are based on sound judgement (guidance is not always readily available within the organisation).
- Decisions and actions taken at this level may have a significant effect on programs/projects/work areas being managed.

Core Competencies

These competencies relate to positions at this Award level:

**Teamwork**

- Participate in team-based activities and suggest improvements to team activities.
- Respect, encourage, and support other team members.
- Perform successfully in a range of team roles.
- Contribute willingly to team activities.
- Accept decisions, even those with which you disagree.
- Set the goals and parameters.
- Identify major issues.
- Ensure that all team members know the goals, parameters, and major issues.
- Facilitate input by team members.
- Make timely decisions.
- Assign tasks.
- Coach team members.
- Ensure that the team monitors progress, analyses results, and make appropriate changes.
- Establish and maintain an effective team environment.

**Customer Service**

- Treat both internal and external customers with courtesy and respect.
- Work according to agreed customer service standards within your team.
- Contribute towards setting customer service standards within your team.
- Explore customers’ expectations and base the service on this knowledge.
- When appropriate, treat major customers like business partners in designing Council’s services.
- Develop and implement strategies to coach and train colleagues and teams to improve customer service.

**Communication**

- Write in a clear and concise style, which is grammatically correct, well punctuated, and rarely contains passive sentences.
- Clearly express opinions, ideas, and information to colleagues.
- Provide complex information in plain language.
- Speak in a manner that suits the audience.
- Actively listen.
- Develop and implement strategies to coach and train colleagues and teams to improve the quality of written and verbal communication.

**Quality**

- Work according to agreed quality standards within your team.
- Contribute towards setting quality standards within your team.
Regional Skills Investment Strategy Project Coordinator

- Monitor your work and identify opportunities for improving quality.
- Suggest improvements through the customer request system.
- Implement strategies for improving quality.
- Monitor implementation of strategies for improving quality and take necessary corrective action.
- Develop and implement strategies to coach and train colleagues and teams to improve the quality of work.

Environment

- Work according to agreed environmental standards within your team.
- Contribute towards setting environmental standards within your team.
- Monitor your work for opportunities to reduce adverse impacts on the environment.
- Report incidents and suggest improvements through the customer request system.
- Implement strategies for reducing adverse impacts on the environment.
- Monitor implementation of strategies for reducing adverse impacts on the environment and take necessary corrective action.
- Develop and implement strategies to coach and train colleagues and teams to reduce adverse environmental impacts.

Work Health and Safety

- Work safely and in accordance with the relevant work method statements and procedures.
- Encourage your colleagues to work safely.
- Identify hazards and assess risks in the workplace.
- Use organisational systems, such as customer service requests, to identify and rectify hazards, near misses, and non-compliances with procedures.
- Anticipate problems and risks and modify work methods appropriately.
- Develop and implement strategies to coach and train colleagues and teams to improve work health and safety.

Efficiency

- Undertake tasks in an efficient and timely manner.
- Suggest improvements through the customer request system.
- Analyse and improve efficiency in the workplace.
- Develop and implement strategies to coach and train colleagues and teams to improve workplace efficiency.

General

1. This is a description of the job as it is at present constituted. It is the practice of this organisation periodically to examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager in consultation with those reporting directly to him or her. Therefore, you will be expected to participate fully in such discussions. It is the Organisation's aim to reach agreement to reasonable changes where identified.

2. Whilst employment is in the position described in this document it is understood that employment is with Burdekin Shire Council. In the event of organisational change or
Regional Skills Investment Strategy Project Coordinator

restructure, Council may require employees to undertake other roles for which they are qualified and capable of performing.

3. Employees may be required to undertake a variety of duties not related to their substantive role in times of disaster.

4. All employees are responsible for making and keeping records in accordance with legislation, information standards and other relevant guidelines and procedures, and ensuring they are captured in the authorised recordkeeping system, Technology One Enterprise Content Management (ECM).

5. Failure to maintain any licence or certificate, which is a condition of your employment, may result in demotion or termination as Council is unable to guarantee your transfer to a position not requiring the said licence or certificate.

6. All employees are expected to participate in Council’s Induction Program and future training opportunities to maintain a current knowledge base and provide excellent service levels for internal and external customers.

7. All employees are to actively participate in the Employee Performance Development Program.

8. All employees must work in accordance with the standards contained within Council’s Code of Conduct. Failure to do so may lead to disciplinary action up to and including termination of employment.

9. All employees are encouraged to be a contributing member to the wider Burdekin community and therefore it is highly recommended that you take up permanent residency within three months of the successful completion of the probationary period.

10. Abide by all existing policies, guidelines, and Operational Standards and as amended from time to time.