



SOUTHERN CENTRAL SUBREGION

WORKFORCE DEVELOPMENT COORDINATOR

(contract to 30/6/2023 – in accordance with the TCF Funding Agreement)

The Southern Central Sub-region (SCS) of Councils is seeking a forward thinking and energetic Workforce Development Coordinator to work with the region's employers, industry groups, the Southern Central Trade Training Centre and registered training organisations to support, train and encourage local employment from within the region.

The aim of this role is to increase the participation of local people and improve the level of skills and qualifications across the workforce; help local businesses better connect with the employment services and training systems; and improve productivity and business growth across the region.

The SCS successfully applied for a grant through The Tasmanian Community Fund to facilitate this role until the 30th June 2023.

The project aim is to match employer requirements and expectations with training opportunities, both formal and informal to enable the regional workforce to be job-ready as these employment opportunities materialise.

In essence this project is about;

More Jobs – Better Jobs!

***Boosting regional growth and fostering a more resilient economy
which will lift the living standards and resilience of our communities.***

***It is about people being productive and enjoying what they do,
be they Employers or Employees.***

Applicants may wish to access the KPMG SCS Report that highlighted the need for this project in our region. <https://www.brighton.tas.gov.au/wp-content/uploads/2019/08/FINAL-SCS-Workforce-Planning-Final-Report-16-August-.pdf>

To apply, you must address each of the Selection Criteria.

This is achieved by describing and giving specific examples how your previous work experience has allowed you to develop **each** of the skills and abilities required. The quality of your writing is not what we are assessing; it is your work experience as it relates to the tasks required and described.

A complete application will require:

- Address of the Selection Criteria
- Current Resume/CV
- Please include two recent referees

Enquiries to Damian Mackey on 0499 782 584

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| Selection Criteria |
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Essential

1. Demonstrated high level knowledge in the workforce planning and development sector and experience in implementation of workforce initiatives/process improvements.
2. High level oral and written communication, consultation and negotiation skills including demonstrated ability to present persuasively, quickly develop rapport and to respond appropriately and professional to a range of enquiries.
3. Demonstrated planning, prioritising and organising skills with the ability to work within tight timeframes, on multiple concurrent projects, where attention to detail is essential.
4. Ability to work independently with limited direction to produce results and undertake work outside standard hours in a challenging and dynamic environment.
5. Experience in applying conceptual and analytical skills to develop innovative solutions to problems relating to the role.
6. Knowledge, or ability to quickly gain the knowledge, of local businesses, training and employment providers, broader workforce development stakeholders, issues and challenges of the Southern Central Sub-region of Tasmania, (the Brighton, Central Highlands, Derwent Valley & Southern Midlands council areas.)
7. Current driver's licence.

Desirable

8. Relevant qualifications and experience with a proven track record in a similar position.
9. Project management skills.
10. High level of proficiency in the use Microsoft suite of programs.

DUTY STATEMENT WORKFORCE DEVELOPMENT CO-ORDINATOR

(full-time contract to 30/6/2023 in accordance with the TCF Funding Agreement)

GENERAL CONDITIONS OF EMPLOYMENT:

1. The general conditions of employment will be in accordance with Brighton Council's Enterprise Agreement.
2. In accordance with the Award, you will be entitled to:-
 - (a) Twenty (20) days recreation leave after twelve (12) months service
 - (b) Ten (10) days personal leave per year.
 - (c) Gazetted public holidays (if holiday falls on a day worked).
3. Salary will be Professional Level 3.3
4. Superannuation guarantee of 9.5%.
5. Private use vehicle will be provided.
6. The hours of duty are as follows:-
 Monday - Friday
 8.30am to 4.30pm (30 minutes lunch) (flexible working arrangements may be negotiated with the Project Management Committee)
7. The position will be based at the Southern Central Trade Training Centre, Greenpoint Road, Bridgewater.
8. The appointment is subject to successful completion of a three (3) months probation period.
9. Applications for the position close at 12.00 noon on Monday 3rd August and should be addressed to:-

General Manager
Brighton Council
1 Tivoli Road
OLD BEACH TAS 7030

Or emailed to admin@brighton.tas.gov.au

POSITION DESCRIPTION

POSITION TITLE: Workforce Development Coordinator

Organisational Relationships

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| Direct Employer: | Brighton Council, (obo the four Southern Central Sub-region (SCS) Councils: Brighton, Central Highlands, Derwent Valley & Southern Midlands.) |
| Reports to: | SCS Project Manager |
| Supervises: | N/A |
| Internal Liaisons: | SCS Project Steering Committee Chair, Project Manager, Project Management Group members, Brighton Council support staff, Derwent Valley Council communications staff, Southern Central Trade Training Centre manager. |
| External Liaisons: | Employers, employees and training organisations, government agencies etc. |
| Office Location: | Southern Central Trade Training Centre, Green Point Road, Bridgewater. |

Primary Purpose

To foster and maintain relationships with employers, jobseekers, training organisations and other key stakeholders to facilitate access to relevant training activities and/or programs aimed at increasing employment within the SCS region.

Position Objectives

- Coordinate and strengthen the connections between region's employers and employees through the identification and implementation of appropriate training and workforce development strategies and activities.
- Be creative and innovative in identifying activities and actions that will improve recruitment practices and opportunities for job seekers in the local area.
- Work with relevant stakeholders to enhance the coordination and effectiveness of training and employment services activities for employers and job seekers within the region.
- Improve the capacity of the regional workforce to meet the current and projected skills needs and growth and business and employers in the region.

- Achieve the Key Performance Indicators provided in the Grant Deed between the Tasmanian Community Fund and the SCS Councils for the bulk of the funding for the position.
- Achieve the outcomes provided in the Project Plan, as developed from time to time with the Project Steering Committee, are achieved.

Key Responsibilities

- Liaise with industry peak bodies and employers in the region to identify their future employment and skill requirements;
- Identify appropriate training opportunities and funding sources to ensure relevant training is accessible to jobseekers, existing employees and employers;
- Provide coordination activities to improve the uptake of employment opportunities by local job seekers;
- Work collaboratively with stakeholders to identify and facilitate the development and implementation of specific school-based pathways to employment, including but not limited to, access to work experience and utilisation of school-based apprenticeships and traineeships;
- Coordinate and facilitate the interaction between existing programs and projects, and stakeholders across the employment and training services system
- Prepare marketing and case study materials for the benefit of the project
- Identify and, where appropriate, develop and implement strategies and programs with relevant stakeholders to increase businesses' readiness to increase their workforce capacity and capability - in especially small to medium enterprises.
- Liaise with the matching positions in the South East Regional Development Authority and Bell Bay Industrial Area regions to coordinate activities, where appropriate.

Accountability and Extent of Authority

This position is accountable to the SCS Workforce Development Project Steering Committee for the effective and efficient delivery of all KPIs together with key responsibilities.

Judgement and Decision Making

- Ability to meet task objectives, outputs, standards and reporting deadlines as determined.
- Ability to work with minimal supervision and utilise appropriate judgement and initiative to achieve the outcomes project desired.
- Undertake all work and tasks within the framework of the Brighton Council Code of Conduct

Specialist Skills and Knowledge

- Excellent working knowledge of the employment services market, and training and education systems.
- Excellent stakeholder engagement and management skills.

- Excellent strategic planning, report and submission writing skills and the ability to present information to individuals and groups as required.
- High-level organisational skills and demonstrated ability to use initiative to achieve targets

Workplace Health & Safety (WHS) & Risk Management

- Comply with all Health and Safety legislation

While at work, a worker must;

- take reasonable care for his or her own health and safety;
- take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons;
- comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with this Act;
- cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers;
- avoid, eliminate or minimize hazards within your control, and immediately report any incident;
- ensure accidents and near misses are reported as soon as reasonably practicable;
- ensure any issues identified as a risk to the public, contractors or members of staff are reported in accordance with Council's incident reporting procedure; and
- adhere to and assist in the continuous improvement of Council's risk management system.

Performance Standards

- Ensure all timelines and scheduled deliverables are adhered to.
- Ensure any legislative requirements and timeframes are complied with.
- Ensure SCS Steering Committee Chair and Project Manager are kept informed as appropriate.

Interpersonal Skills

- Capable of exercising discretion and is respectful of potential commercial-in-confidence information when dealing with stakeholders and members of the public
- High level verbal and written communication skills across a broad stakeholder base
- High level interpersonal, conflict resolution and negotiation skills
- Ability to gain the cooperation and assistance of industry, private enterprise, government departments, staff, community groups and individuals
- Ability to work independently with limited supervision and work collaboratively and cooperatively with all stakeholders

Record Management System

Ensure accurate records are maintained and can be provided at the discretion of the SCS Project Steering Committee