

<b>POSITION TITLE</b>	<b>Project Support Officer</b>
<b>PRIMARY LOCATION</b>	Mount Gambier
<b>REPORTS TO</b>	Regional Workforce Coordinator
<b>HOURS</b>	Full Time (flexible working hours considered)
<b>TENURE</b>	Contract to 31 July 2021
<b>SALARY</b>	\$60,000 (pro-rata) plus superannuation
<b>SPECIAL CONDITIONS</b>	Some out of hours work will be required May be required to undertake intrastate/interstate travel Current Driver's Licence is essential
<b>CLOSING DATE FOR APPLICATIONS</b>	22 January 2021

### OUR ORGANISATION

Regional Development Australia (RDA) is an Australian Government network of business, government and community leaders who work together to support the development of regional Australia. RDA Limestone Coast is a well-established regional organisation funded by local, Federal and State Government to build partnerships to develop strategies and deliver sustainable economic growth, infrastructure and services to the region. RDALC Board Members are local leaders developing local solutions to local issues.

### POSITION SUMMARY

The Project Support Officer is responsible for assisting in the successful delivery of a newly funded Regional Work program (the Project). This Project will provide on the ground advisory and coordination services across the Limestone Coast to link employment opportunities and jobseekers, helping to meet the needs of our seasonal and regional employers.

You will bring your expert administration, communication and coordination skills to this role, providing high level administrative support to the overall project, including monitoring emails and enquiries, arranging meetings and assisting with reporting.

The Project Support Officer will be responsible for assisting with all aspects of the delivery of this project, including developing key stakeholder relationships and reporting to funding partners and RDALC staff and Board. Experience in careers or employment programs is highly desirable.

<b>PRIMARY ACCOUNTABILITIES AND OUTCOMES</b>	
<b>Accountability</b>	<b>Duties</b>
<b>Connect employers and suitable job seekers</b>	<ul style="list-style-type: none"> <li>• Assist with identifying regional employers and their employment needs</li> <li>• Assist with identifying employment services and further education providers / programs and connect them with employers seeking suitably qualified workers</li> <li>• Help educate employment service and training providers about employer requirements for workers by developing and delivering information and marketing products</li> <li>• Support employment outcomes for job seekers</li> </ul>
<b>Project Management and Delivery</b>	<ul style="list-style-type: none"> <li>• Prepare reports to the RDALC Board and project funding partner</li> <li>• Preparation of research to assist in program delivery</li> <li>• Assist with development of project plans and delivery of project milestones and outcomes</li> <li>• Monitor project budgets</li> <li>• Monitor and evaluate all aspects of project delivery</li> </ul>
<b>Relationship Management</b>	<ul style="list-style-type: none"> <li>• Work collaboratively with stakeholders and RDALC team and contribute to delivering outcomes across the organisation</li> </ul>

<b>TECHNICAL EXPERTISE (Qualifications, Skills, Knowledge and Experience Relevant to the Role)</b>	
<b>Technical Expertise (essential)</b>	<ul style="list-style-type: none"> <li>• High level communication skills (oral and written)</li> <li>• Project coordination experience</li> <li>• Ability to develop and maintain sound working relationships with people at all levels and maintain confidentiality in dealing with issues of a sensitive or personal nature</li> <li>• Experience in the use of Microsoft programs including Outlook, Word, Excel and PowerPoint</li> <li>• Ability to contribute to strategy and work plan development</li> </ul>
<b>Technical Expertise (desirable)</b>	<ul style="list-style-type: none"> <li>• Knowledge of State and Commonwealth funding programs relevant to the role</li> <li>• Experience working in employment services</li> </ul>

<b>PERSONAL QUALITIES</b>	
<b>Quality</b>	<b>Behaviours</b>
<b>Relationship Management</b>	<ul style="list-style-type: none"> <li>• Develops and maintains effective working relationships and networks</li> <li>• Identifies opportunities to negotiate for improved outcomes</li> <li>• Deals with conflict effectively and escalates when appropriate</li> <li>• Shares information and knowledge as appropriate</li> </ul>
<b>Professional Approach</b>	<ul style="list-style-type: none"> <li>• Promotes a culture of respect and high ethical standards</li> <li>• Remains positive and recovers quickly from setbacks</li> <li>• Maintains professionalism and confidentiality when dealing with sensitive issues</li> <li>• Constructively expresses own views and respects the views of others</li> </ul>

PERSONAL QUALITIES	
Quality	Behaviours
<b>Results Oriented</b>	<ul style="list-style-type: none"> <li>• Takes responsibility for the delivery of quality and timely results</li> <li>• Communicates clear expectations around quality of work and timeframes</li> <li>• Uses initiative and acts on opportunities for continuous improvement</li> </ul>
<b>Service Delivery</b>	<ul style="list-style-type: none"> <li>• Provides clear, honest and timely feedback</li> <li>• Demonstrates a thorough knowledge of the services provided</li> <li>• Cooperates across work areas to achieve optimal outcomes</li> </ul>
<b>Strategic Focus</b>	<ul style="list-style-type: none"> <li>• Understands, supports and contributes to strategic direction and plans</li> <li>• Communicates plans in practical terms to others</li> <li>• Supports and responds positively to the drive for change and innovation</li> </ul>

KEY RELATIONSHIPS	
<b>Manager</b>	Regional Workforce Coordinator
<b>Direct Reports</b>	Nil
<b>Other</b>	<ul style="list-style-type: none"> <li>• Business, industry and community groups within the region</li> <li>• Limestone Coast Local Government Association</li> <li>• Regional Councils</li> <li>• Relevant Federal and State Government Agencies</li> <li>• Board Members and staff</li> <li>• Residents of the region</li> <li>• RDA organisations both in SA and nationally</li> </ul>