

POSITION TITLE	Regional Workforce Coordinator
PRIMARY LOCATION	Mount Gambier
REPORTS TO	Manager, Business and Workforce Development
HOURS	Full Time (other hours considered, minimum 4 days a week)
TENURE	Contract to 31 July 2021
SALARY	\$75,000 (pro-rata) plus superannuation
SPECIAL CONDITIONS	Some out of hours work and regional travel required. Interstate travel may be required. Current Driver's Licence is essential.
CLOSING DATE FOR APPLICATIONS	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 (RDALC) 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 Regional Workforce Coordinator is responsible for overseeing the successful delivery of a newly funded Regional Work program (the Project). The Project will provide on the ground advisory and coordination services across the Limestone Coast to link employment opportunities and job seekers, helping to meet the needs of our seasonal and regional employers.

Working closely with our funding partner and the RDALC team, the Coordinator will also quantify regional employment demand, coordinate the placement of vacancies on the relevant websites, engage with local labour hire firms and other in-region networks, work with industry to identify and facilitate access to transport and accommodation options, and link job seekers with relevant employment, incentive programs and training opportunities.

The Coordinator will have experience across a range of employment functions, including recruitment and selection. Previous experience in the delivery of careers or employment programs is highly desirable. Possessing highly developed stakeholder engagement, project management, leadership and communication skills, the Coordinator will also have a broad regional understanding of business, industry, Government and community groups.

PRIMARY ACCOUNTABILITIES AND OUTCOMES	
Accountability	Duties
Connect employers and suitable job seekers	<ul style="list-style-type: none"> • Identify regional employment needs and support employment outcomes for job seekers • Connect employers and job seekers with employment services, further education providers as well as Government incentives and programs • Communicate with in-region networks on regional workforce issues, opportunities and initiatives • Promote the Regional Work program • Coordinate a range of reporting on key connections (including clients engaged (job seekers and businesses), successful employment matches and industries participating).
Quantify regional workforce demand and establish frameworks and systems	<ul style="list-style-type: none"> • Coordinate listing of jobs and accommodation options on the relevant websites • Coordinate the reporting of businesses referred to upload jobs, number of jobs and accommodation options uploaded, and regularity of content uploaded • Work collaboratively with South Australian RDAs to identify and establish relevant frameworks
Project Management and Delivery	<ul style="list-style-type: none"> • Coordinate and prepare reports to the RDALC Board and program funding partner • Develop project plans and deliver project milestones and outcomes • Assist with monitoring project budgets Monitor and evaluating all aspects of project delivery
Relationship Management	<ul style="list-style-type: none"> • Work collaboratively with stakeholders and RDALC team and contribute to delivering outcomes across the organisation

TECHNICAL EXPERTISE (Qualifications, Skills, Knowledge and Experience Relevant to the Role)	
Technical Expertise (essential)	<ul style="list-style-type: none"> • High level communication skills (oral and written) • Project management/program delivery experience • Experience as a careers practitioner or employment advisor/consultant • Ability to develop and maintain sound working relationships with people at all levels • Ability to use initiative and exercise independent and well-informed judgement to develop and implement risk-based solutions in a politically charged environment • Experience in the use of Microsoft programs including Outlook, Word, Excel and PowerPoint • Ability to contribute to strategy and work plan development
Technical Expertise (desirable)	<ul style="list-style-type: none"> • Knowledge of State and Commonwealth funding programs relevant to the role • Careers Practitioner qualifications

PERSONAL QUALITIES	
Quality	Behaviours
Relationship Management	<ul style="list-style-type: none"> • Develops and maintains effective working relationships and networks • Identifies opportunities to negotiate for improved outcomes • Deals with conflict effectively and escalates when appropriate • Shares information and knowledge as appropriate
Professional Approach	<ul style="list-style-type: none"> • Promotes a culture of respect and high ethical standards • Remains positive and recovers quickly from setbacks • Maintains professionalism and confidentiality when dealing with sensitive issues • Constructively expresses own views and respects the views of others
Results Oriented	<ul style="list-style-type: none"> • Takes responsibility for the delivery of quality and timely results • Communicates clear expectations around quality of work and timeframes • Uses initiative and acts on opportunities for continuous improvement
Service Delivery	<ul style="list-style-type: none"> • Provides clear, honest and timely feedback • Demonstrates a thorough knowledge of the services provided • Cooperates across work areas to achieve optimal outcomes
Strategic Focus	<ul style="list-style-type: none"> • Understands, supports and contributes to strategic direction and plans • Communicates plans in practical terms to others • Supports and responds positively to the drive for change and innovation

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