

POSITION TITLE	Regional Ready 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 30 January 2023
SALARY	\$75,000 plus superannuation
SPECIAL CONDITIONS	Some out of hours work and regional travel required. Interstate travel may be required. Current Driver's Licence is essential.

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 Ready Coordinator is responsible for overseeing the successful delivery of the *Region Ready* pilot project, funded by the South Australian Government. Designed by RDALC, *Region Ready* will deliver an Employer of Choice capacity building program for business owners and operators, link jobseekers to available employment opportunities, assist employers access the migration program to fill critical roles, and work with regional stakeholders to welcome skilled migrants and domestic relocators to the Limestone Coast.

The Coordinator will finalise the development of the Employer of Choice program, working closely with local trainers to deliver the program, and will provide ongoing mentoring to participants. Importantly, the Coordinator will provide on the ground advisory and coordination services across the Limestone Coast to link job seekers (including international students) to employment opportunities, helping to meet the needs of our seasonal and regional employers.

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. The Coordinator will have experience across a range of employment functions, including recruitment. Previous experience in the migration sector and the delivery of careers or employment programs is highly desirable. Highly developed written communication skills are essential, as well as the ability to work with jobseekers and employers from diverse backgrounds.

PRIMARY ACCOUNTABILITIES AND OUTCOMES	
Accountability	Duties
Employer of Choice	<ul style="list-style-type: none"> • Coordinate the development and delivery of the Employer of Choice training and mentoring program • Provide one-on-one mentoring to participating businesses • Develop and disseminate the 'follow along' materials for the wider business community • Working with RDALC's Communications Coordinator, prepare the monthly newspaper column
Connect Employers and 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 • Coordinate a range of reporting on key connections (including clients engaged (job seekers and businesses), successful employment matches and industries participating)
Connect Employers to the Migration Program	<ul style="list-style-type: none"> • Respond to general enquiries from employers on the Migration program, supporting them throughout the information gathering and application process • Facilitate the introduction of employers to Department of Innovation and Skills (DIS) and the Department of Home Affairs (DoHA) • Report on outcomes
Project Management and Delivery	<ul style="list-style-type: none"> • Prepare reports to the RDALC Board and DIS • Develop project plans and deliver project milestones and outcomes • Assist with monitoring project budgets • Monitor and evaluate all aspects of project delivery
Relationship Management	<ul style="list-style-type: none"> • Work collaboratively with key stakeholders, including industry bodies, State, Federal and Local Government, and regional Business Associations, as well as the RDALC team and contribute to delivering outcomes across the organisation
RDALC programs	<ul style="list-style-type: none"> • Assist the delivery of broader RDALC programs

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 in workforce development/employment sector • Experience of the Migration program (or the capacity to quickly acquire the skills necessary) • 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
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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 to direct report • 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	Nil
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