



# EMPLOYMENT INFORMATION PACKAGE

Project Coordinator  
Regional Skills Investment Strategy  
(RSIS)

*Regional Australia at Its Best*

[www.grc.qld.gov.au](http://www.grc.qld.gov.au)

16 January 2019

## **REGIONAL SKILLS INVESTMENT STRATEGY (RSIS) PROJECT COORDINATOR**

Are you looking for a career change to a family friendly regional town positioned only 4hrs drive west of Brisbane?

Goondiwindi Regional Council is seeking to recruit a suitably qualified person to fill the role of Regional Skills Investment Strategy (RSIS) Project Coordinator.

- Location: Goondiwindi, Queensland
- Term: Two (2) years commencing March 2019
- Salary: \$90,000 to \$120,000 (including superannuation and leave loading)

Council is the area's largest employer - offering excellent employment conditions, and the chance to be part of the team building a stronger community for us all.

### **The Position:**

To promote the Regional Skills Investment Strategy (RSIS) objectives in the Goondiwindi region to identify current and emerging jobs in targeted industries and ensure there is a supply of skilled local people to meet demand.

### **To be successful you will need:**

1. Applicant must hold a current Queensland drivers licence.
2. Demonstrated project management skills to identify strategic goals and work autonomously against a project plan to achieve milestones and key objectives.
3. A knowledge and understanding of the Vocational Education Training (VET) sector and Queensland VET Investment Plan.
4. High-level communication, presentation and negotiation skills with a proven ability to effectively facilitate stakeholder relationships and achieve outcomes.
5. Ability to understand current workforce and skills issues in the Goondiwindi region and differentiate between training and skills issues and broader workforce issues.
6. Demonstrated ability to work independently and self-motivated to achieve outcomes.
7. Highly developed analytical, research and problem solving skills.
8. Provision of a satisfactory Criminal History Check – Police Certificate (Australia wide – name only).

For further information, to view the Position Description or to apply for this position, please visit our website: [www.grc.qld.gov.au](http://www.grc.qld.gov.au)

**Applications close 5pm Friday, 15<sup>th</sup> February 2019.**

## ADVERTISEMENT



Council currently has the following vacancy:

POSITION: Project Coordinator, Regional Skills Investment Strategy (RSIS)  
DIRECTORATE: Executive  
LOCATION: GOONDIWINDI QLD  
CLOSING DATE: Friday, 15 February, 2019  
ENQUIRIES: Chief Executive Officer

Employment Information Packages including options on how to apply can be found on Council's website at [www.grc.qld.gov.au/vacancies](http://www.grc.qld.gov.au/vacancies)

Applications must be received by 5:00pm **Friday, 15 February, 2019.**

## POSITION DESCRIPTION

### Program Overview

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 Annual Vocational Education and Training (VET) Investment Plan and current workforce skills needs in targeted regions.

This approach will result in improved identification and matching of the emerging and available jobs in each region, to inform the training made available and support a 'locals first' approach for employment in target communities.

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

Goondiwindi Regional Council (GRC) 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 region.

During the term of the two-year appointment to the RSIS Project Coordinator role you will be employed directly by GRC and report to the GRC Chief Executive Officer through Council's Economic and Community Development Officer.

### Your role

As the RSIS Project Coordinator you will:

- Promote the RSIS objectives in the region to identify current and emerging jobs **predominately in food processing, transport and logistics and health and aged care** 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 Queensland Government's 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.

## **Key Skills**

As the RSIS Project Coordinator you will require:

- High-level interpersonal skills used to build relationships, overcome diversity and influence change,
- An understanding of the VET sector and related stakeholders including national and state regulators and professional industry bodies,
- An understanding of the Queensland Government's Annual VET Investment Plan,
- Strong time management skills and self-motivation and the ability to remain innovative and forward thinking,
- Demonstrated project management skills to identify strategic goals and work autonomously against a project plan to achieve milestones and key objectives,
- Ability to understand current workforce and skills issues in the region and specific to the target industries, and differentiate between training issues and broader workforce issues,
- Ability to identify and facilitate cooperation amongst stakeholders with conflicting agendas and motivators,
- Demonstrated ability in creating and building sustainable long-term networks and relationships,
- Strong research skills and a demonstrated ability to analyse qualitative and quantitative data and information to inform project goals,
- 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.
- A current Queensland Drivers Licence (C Class).

## **Key Performance Indicators**

1. Establish and convene a local RSIS reference group within one month of employment,
2. Develop and implement Terms of Reference for the local RSIS reference group within one month of establishment of RSIS reference group,
3. Submit a Project Plan to DESBT within one month of establishment of the local RSIS reference group,
4. Demonstrate ongoing engagement of key stakeholders relevant to the project,
5. Attend, at a minimum, quarterly meetings with GRC and DESBT regarding funding contract reporting requirements,
6. Submit quarterly reports, through the CEO and DESBT outlining project progress, key stakeholder activities undertaken, milestones achieved and outcomes,
7. Carry out the directions of the CEO and DESBT in a timely, effective and professional manner.

## **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.

## GENERAL CONDITION OF EMPLOYMENT

<b>AWARD:</b>	Queensland Local Government Industry Award – State 2017
<b>SALARY:</b>	\$90,000 to \$120,000 (including superannuation and leave loading).
<b>SUPERANNUATION:</b>	Up to 12% Council superannuation contribution, (Local Government conditions apply to superannuation).
<b>STAFF DEVELOPMENT &amp; TRAINING:</b>	<p>Council is very aware of the need for the development of its staff. Both Field and Administration staff undertake an annual performance appraisal on the anniversary of their start date or at regular 12 monthly intervals.</p> <p>Employees are encouraged to undertake training relevant to their duties and to undertake study in approved courses.</p>
<b>WORKPLACE HEALTH &amp; SAFETY:</b>	All employees commencing with Council must commit to the employee obligations of the Work Health and Safety Act 2011.
<b>PROBATION:</b>	All appointments are subject to a three-month probationary period.
<b>UNIFORM:</b>	Permanent full time staff will receive the uniform allowance. Permanent part time staff, fixed term contract staff, trainees and casual staff will receive a relevant pro-rata entitlement to be determined by their director having regard to their role and its interaction with the public and the length of their employment.
<b>SMOKE-FREE WORKPLACE:</b>	<p>It is Council policy that smoking is not permitted in:</p> <ul style="list-style-type: none"><li>• Council buildings;</li><li>• Council vehicles, road plants;</li><li>• Water and sewerage plants and designated confined entry spaces;</li><li>• Other designated areas, which will be notified from time to time.</li></ul>

## RECRUITMENT AND SELECTION PROCESS

This guide has been designed to help you understand Goondiwindi Regional Council's selection process.

Council is an equal opportunity employer and selections are based on merit and equity. Council's objective is to appoint the most suitable person to the position, taking into account the nature of the duties, the abilities, qualifications, experience, standard of work performance and personal qualities of the applicants having regard to the Local Government Act, and other relevant legislation.

Selection is based on the assessment of each applicant in relation to their qualifications, skills, experience and the selection criteria (where applicable) provided for the advertised vacancy.

### STEP 1

1. Vacancy Advertised
2. Obtain an Application Kit
3. Applications received

### STEP 2

4. Selection Panel Formed
5. Applicants short-listed
6. Candidates notified & interviewed
7. Interview assessment
8. Reference checks
9. Pre employment medical maybe required
10. Recommendation of appointment.

### STEP 3

11. Unsuccessful applicants notified
12. Position offered to successful candidate
13. Induction Process

## APPLICATIONS

Your application needs to be addressed to the Chief Executive Officer and should contain the following: -

- A covering letter – which will also include your responses addressing your suitability against the “Key Skills”, of no more than 3 pages.
- Your resume – this document should include your personal contact details along with a summary of your education, work experience detailing where you have worked, positions held, period of employment and brief details of duties performed.
- Referees – provide names, position titles and telephone numbers of at least two business referees who you have worked for recently.

Applications must be received by the closing date specified above. Late applications will only be considered if prior arrangements have been made with Council.

Short listing of applicants is based on how well your knowledge; skills and abilities to perform the duties and requirements of the job.

The selection panel will endeavour to meet any special requirements you may have to enable you to attend the interview.

You will be asked a set of either behavioural or situational questions by the panel. Behavioural questions ask how you have handled certain situations in the past and situational focus on how you would handle a particular aspect of the position.

These questions will have been developed by the selection panel to assess how well you match the position.

## LOGGING YOUR APPLICATION

You can apply for the position online by clicking the “APPLY” button on Council’s website [www.grc.qld.gov.au/vacancies](http://www.grc.qld.gov.au/vacancies). Complete the application and attached relevant documents. Applications should be submitted before 5:00pm on the closing date for the position. If you choose not to apply online application should be forwarded to:

<b>Post to:</b> Attention: Debbie Elliott Mr Carl Manton Chief Executive Officer Goondiwindi Regional Council Locked Mail Bag 7 INGLEWOOD QLD 4387	<b>Personally deliver to:</b> Attention: Debbie Elliott Customer Service Centres in Goondiwindi, Inglewood or Texas.	<b>Email to:</b> <a href="mailto:mail@grc.qld.gov.au">mail@grc.qld.gov.au</a> Attention: Debbie Elliott
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**As each application will be electronically scanned, it is not necessary to bind your application or include it in a folder.**



## **REFERENCE CHECKS**

The selection panel will conduct reference checks on applicants with the strongest overall performances at the interviews.

## **NOTIFICATION OF APPOINTMENT**

The interview panel will confirm their decision as soon as practicable. Once the decision has been authorised a verbal offer will be made to the successful applicant. Upon acceptance of the verbal offer, a formal offer of employment will be forwarded to the successful applicant stating the terms and conditions of the position. Acknowledgement of these terms and conditions will be required by signing the letter of offer and returning same to Council along with commencement documentation.

All other applicants will then be notified of the decision.