

Position Vacant

The Central West Qld Remote Area Planning and Development Board (RAPAD – www.rapad.com.au) is seeking to recruit a suitably qualified person to fill the role of **Regional Skills Investment Strategy Project Coordinator**.

- Location: Longreach, or other location in Central West Qld by negotiation
- Term: Two years commencing 1 August 2018
- Salary: \$ 102000.00 per annum, plus super & leave loading
- Vehicle: A vehicle will be supplied for work purposes
- Closing Date: COB, 6 July 2018

To apply:

Submit a cover letter which will also include your responses addressing your **suitability against the 'Key Skills'**, of no more than 3 pages, plus a current resume, along with contact details for two referees who you have worked for recently, to ceo@rapad.com.au .

Contact: David Arnold, 0428583301, ceo@rapad.com.au

Key Skills

- High-level interpersonal skills used to build relationships, overcome diversity and influence change,
- Comprehensive understanding of the VET sector and related stakeholders including national and state regulators and professional industry bodies,
- Demonstrated knowledge and 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 RAPAD 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.

 (07) 4652 5600

 info@rapad.com.au

 117 Eagle Street | PO Box 592
Longreach Q 4730

 @RAPADCWQ

 Like us on Facebook

Regional Skills Investment Strategy

Role Description: Project Coordinator

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 skill 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

RAPAD 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 Central Western Qld region (<https://www.rapad.com.au/about/region/>)

During the term of the two-year appointment to the RSIS Project Coordinator role you will be employed directly by RAPAD and reporting to the RAPAD CEO.

Your role

As the RSIS Project Coordinator you will:

- Promote the RSIS objectives in the RAPAD region to identify current and emerging jobs **predominantly in the tourism and hospitality, community services and agriculture (focused on the sheep and wool industries)** sectors, 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,
- Comprehensive understanding of the VET sector and related stakeholders including national and state regulators and professional industry bodies,
- Demonstrated knowledge and 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 RAPAD 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.

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 the RAPAD Board and DESBT regarding funding contract reporting requirements,
6. Submit quarterly reports, through the CEO, to the RAPAD Board 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.