

Regional Development Australia Mid North Coast Inc.

Position Description – Local Jobs Program Support Officer

1. JOB IDENTIFICATION

Job title	Support Officer
Tenure	Full time contract position to 30/6/2022
Reports to	Chief Operations Officer (COO)
Positions reporting to this position	NIL
Remuneration	\$60,000 per annum (pro-rata) plus Superannuation
Work site	Macksville NSW with the ad-hoc requirement to work at other sites between Coffs Harbour to Tea Gardens
Other positions that may report to this position in the future	NIL

2. SUMMARY OF KEY PURPOSE

Reporting to the Chief Operations Officer (COO), this position plays a key role in administration and reporting for the Local Jobs Program (LJP) in the Mid North Coast (NSW).

The role is a mix of administration, systems management, stakeholder liaison and reporting. You will be self-driven, proactive, enthusiastic and a team player with exceptional organisational, time and people management skills and an eye for detail.

In doing this the Business Support Officer will work directly with the Employment Facilitator to:

- Engage with local stakeholders to support the generation of LJP Activities
- Support organisations funded under the Local Recovery Fund to ensure employment opportunities for all job seekers are maximised
- Enable the wider community's engagement with the Local Jobs Program
- Provide information to support job seekers, including OES job seekers, to connect with local employment and training programs
- Update the local jobs plan
- Engage and manage stakeholder relationships and
- Collate and draft monthly reports to be submitted by the Employment Facilitator
- Organise and coordinate Taskforce meetings, including booking rooms and sending invitations
- Prepare taskforce meeting papers, including agendas and minutes
- Note the outcomes and minutes of each taskforce meeting, ensuring these outcomes and minutes are issued to Taskforce members with two business days of each taskforce meeting
- Publish communications in respect of taskforce meetings
- Maintain an issues, actions and decisions register for the taskforce
- Maintain a published taskforce membership list and
- Undertake ad hoc reporting as required by RDAMNC
- Other duties as required by RDAMNC

3. PRIMARY RESPONSIBILITIES AND ACCOUNTABILITIES

KEY RESPONSIBILITY	DUTIES
Reporting	<ul style="list-style-type: none"> ▪ Taskforce reporting ▪ Reporting required of the funding program ▪ Reporting required of RDAMNC ▪ Maintain stakeholder list
Finance	<ul style="list-style-type: none"> ▪ Maintain program budget ▪ Ensure project budget is administered effectively
Meeting coordination	<ul style="list-style-type: none"> • Coordinate stakeholder meetings • Provide minutes following stakeholder meetings
Stakeholder relationships	<ul style="list-style-type: none"> ▪ Maintain relationships with stakeholders as appropriate to activities
Administrative support	<ul style="list-style-type: none"> ▪ Provide administrative support to the COO and Employment Facilitator ▪ Provide general office support to the COO and Employment Facilitator
Digital Communications	<ul style="list-style-type: none"> ▪ Facilitate social media to promote the Local Jobs Program within the required guidelines across Facebook and Instagram ▪ Contribute to the RDAMNC e-newsletters, social media activity and website content
Media	<ul style="list-style-type: none"> ▪ Proactively identify media opportunities, researching and recommending strategies to respond to media issues ▪ Maintain records of coverage of publicity

4. SELECTION CRITERIA

Essential criteria:

- Minimum 5 years experience in an administrative role
- Australian Drivers Licence
- Excellent communication skills enabling clear, concise and transparent communication with a broad range of stakeholders
- Excellent community relationship building skills spanning across government, business and the community
- Demonstrated ability to administer meetings
- Strategic and creative approach to opportunities and solving potential problems
- Advanced knowledge of Microsoft Office Suite

Desired criteria:

- Demonstrated experience delivering government programs
- Knowledge of the Mid North Coast business community

5. TENURE

The Support Officer is a full time contract position until 30/6/22. The Support Officer will report to the COO and will work with other RDAMNC staff. The RDAMNC office is located in Macksville, NSW.

The Support Officer is expected to work across a 37.5 hour working week equating to 7.5 hours each day. The expected hours of work are 830am-5pm, however RDAMNC realises at times work may be required in time periods beyond these hours. This is taken into account within RDAMNC's flexible work policy.

6. APPLICATIONS

Applications open 7 April 2021 and close at 5pm on 30 April 2021. Please submit the following to apply for the position to operations@rdamnc.org.au on or before the closing date;

- Response to the essential criteria
- A copy of your resume
- Covering letter

Any questions about the position and/or application process can be made to Dianne Wall, Operations Manager RDAMNC via (02) 5525 1500 or operations@rdamnc.org.au