

## Position description

<b>Position Title:</b>	Employment Facilitator
<b>Location:</b>	Regional Development Australia – Mid North Coast office location (TBC)
<b>Tenure:</b>	The Employment Facilitator position is full time until 30 June 2022
<b>Hours of Work:</b>	Normal work hours are 37.5 per week between the hours of 8.30 am and 5.30 pm Monday to Friday. However, work outside of these hours may be required from time to time. A flexible approach to working hours and taking of recreation leave is a requirement of this role.
<b>Salary:</b>	\$ 100,000 pa (Pro-rata) plus superannuation as regulated by the Superannuation Guarantee Act and annual leave loading.
<b>Purpose:</b>	<p>The role of Regional Development Australia Mid North Coast (RDAMNC) role is to support the growth and development of the Mid North Coast. RDAMNC is a not-for-profit incorporated association registered in New South Wales and funded by the Commonwealth Government.</p> <p>The Employment Facilitator will play a key role in delivering the Mid North Coast Local Jobs Program, as specified within the associated funding deed.</p>
<b>Reports to:</b>	CEO, RDAMNC
<b>Direct reports:</b>	Support Officer

## Summary of Key Purpose

Reporting to the CEO, this position plays a key role in the delivery of the Local Jobs Program in the Mid North Coast.

The role is a mix of leadership, project management, data analysis and research and administration, staff management, 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.

## Tenure

The EF is a full time contract to 30/06/22. It will report to the CEO and will work closely with other staff. RDAMNC works throughout the Mid North Coast. The EF contract will also deliver services through the Midcoast Council area.

There is a flexible workplace arrangement associated with this position further described in the flexible workplace policy. The expected working week is 37.5hrs however as an executive position paid above award some level of overtime may be expected on occasion.

### Key Accountabilities:

The EF will be accountable for the following roles and responsibilities:

- Create and maintains a Local Jobs Plan for the relevant Employment Region
- Fulfil the role of Chair of the Taskforce for the relevant Employment Region
- Convene the Taskforce on a regular basis
- Access and use data and information specific to the labour market, local job seekers and employee skills that are in demand in the relevant Employment Region
- Share and ensure the application of NSC and NCI labour market information and tools to assist the Taskforce to develop a comprehensive and high-quality local jobs plan
- Help to achieve the employment priorities of the Mid North Coast Employment Region by building and sustaining productive working relationships with:
  - Employment service providers
  - Employers
  - Training and industry or employer peak body organisations
  - Community organisations and
  - Education providers

To maximise support for all jobseekers

- Communicate regularly with the Department regarding upcoming large-scale recruitment exercises to enhance employment opportunity alerts, including for OES jobseekers
- Work with the Taskforce and other local stakeholders to identify, develop and drive LJP activities that are paid for through the local recovery fund
- Enhance co-ordination between Australian Government, State, Council and community driven employment and recovery initiatives and leverages them as appropriate, in order to minimise duplication
- Support the Australia Government's responses to large scale retrenchments
- Facilitate the participation in the Local Jobs Program for those job seekers participating in OES, including if required by the department the provision of risk assessments for those job seekers, in accordance with any guidelines
- Proactively develop employment activities in accordance with government initiatives and in consultation with key stakeholders, including the Australian Government and state and local government agencies
- Work with local stakeholders, including employers to improve and leverage local employment opportunities for job seekers
- Facilitate the provision of local labour market supply information to the Department through the submission of monthly reports to the Department
- Promote the labour market data and tools available through the NCI and NSC to the Taskforce, local jobseekers and relevant local stakeholders to inform their access to and generation of local training, current and emerging employment opportunities

- Provide the Department with feedback on Employment Services Providers' engagement with the Taskforce and associated activities through the submission of monthly reports to the Department
- Engage constructively with the support officer to ensure effective use of the support officer resource in achieving the objectives of the local jobs program
- Oversee and reports on LJP Activities to the department and
- Undertake any other services as specified in any guidelines or as otherwise required by the Department

### **Experience, Skills and Attributes**

#### **Essential:**

- Min 5 years previous experience in a similar role
- Tertiary qualifications in Business
- Demonstrated community and industry liaison skills.
- Drivers Licence (car)
- Demonstrated ability to write high level reports.
- Demonstrate a commitment to Equal Opportunity Employment, Work Health and Safety and Cultural Diversity principles.

#### **Desirable:**

- Willingness to learn new systems and ability to engage a team to adopt and maintain appropriate systems.
- Ability to work in a flexible and adaptable manner.
- Ability to work within a multi-disciplinary team and achieve goals.
- Existing business network within the program region.

### **Reporting requirements**

Reports required of the role include:

- Weekly meeting with CEO
- Weekly updates within project management system
- Monthly progress reports using the required framework to the Department (DESE)
- Monthly expenses report provided to RDAMNC's accounts department
- Quarterly HR review
- Contribution to the CRM data capture

## Key duties and responsibilities

Operational area	Role
<b>Finance</b>	<ul style="list-style-type: none"> <li>• Prepare expenses reports as required, in consultation with CEO and Treasurer, and distribute these reports to the Committee in a timely manner for consideration at its regular meetings.</li> <li>• In consultation with the CEO, Treasurer and independent auditor, arrange and prepare all documents and reports relating to the annual audit of the organisation's financial accounts; ensure the audit is completed in a timely manner; and that the audited annual financial statements are tabled at the Annual General Meeting and signed by the Committee.</li> <li>• Maintain and manage the asset register and the physical assets and resources of the organisation, providing for maintenance and replacement as required, repair and secure storage.</li> <li>• Maintain a vehicle log book.</li> </ul>
Operational compliance	<ul style="list-style-type: none"> <li>• Ensure RDAMNC is compliant with all relevant laws, by-laws and regulations for employment (including equal opportunity), occupational health, welfare and safety, taxation, corporate affairs and Federal and State Governments.</li> <li>• Ensure on-time delivery and compliance of funding and project deliverables as identified in Local Jobs contract.</li> <li>• Manage relevant systems to ensure on-time delivery of funding and project deliverables and information management throughout the team.</li> <li>• Contribute to effective management and delivery of RDAMNC's Risk and Work Health, Safety and Welfare policies and procedures and ensure all safety regulations are followed and safe-working practices are observed and followed.</li> </ul>
Administration and systems	<ul style="list-style-type: none"> <li>• Oversee the Support Officer to coordinate the Taskforce meetings including the preparation and distribution of notices of meetings, agendas and meeting papers,</li> <li>• Contribute to written internal policies including appropriate procedures for the organisation in consultation with the CEO to ensure the effective implementation of these policies and procedures on an ongoing basis. Implement procedural and policy changes to improve operational efficiency and accountability.</li> <li>• Manage the implementation of systems to support effective service delivery including project management, communications and CRM systems</li> </ul>
Project management	<ul style="list-style-type: none"> <li>• Manage the deliver of the Local Jobs program in accordance with the project's expected framework and milestones</li> </ul>

<p>Human resources and staff management</p>	<ul style="list-style-type: none"> <li>• Provide supervision and management of the EF Support Officer</li> <li>• Conduct quarterly performance appraisals of all direct reports</li> <li>• Identify and implement solutions to address training needs for all direct reports</li> <li>• Contribute to organisational workforce development plan</li> <li>• Administer staff records and personal development plans and other human resource systems for staff within the operations team</li> <li>• Provide input regarding HR issues in executive meetings</li> </ul>
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Specific key performance indicators will be provided to the successful applicant.