

Manager - Industry Skills Advisory Service NSW

Classification Stream and Level	Skills and Employment Level 2
Location:	Parramatta
Position reports to:	National Program Manager, Enterprise Solutions
Number of reports to the position:	NA
Salary:	\$63,963 to \$77,827 NB: The starting salary for this position is \$63,963 and the progression to higher paid steps is according to the ForestWorks Enterprise Agreement 2009.
Superannuation:	12%
Employment Type:	Full-time ongoing
Other benefits:	5-weeks annual leave, access to a company car
Application close:	10th February 2012

Organisation

ForestWorks is contracted by various state and federal government departments to provide advice to them on behalf of the forestry, wood, paper and timber products industry and to work with Industry to improve the level of formal skills development activities and options.

ForestWorks is the national non-profit skills advisory organisation for the Forest, Wood, Paper and Timber Products Industry. ForestWorks performs a range of industry wide functions acting as the channel between industry, government and the Vocational Education and Training (VET) system. ForestWorks:

- co-ordinates industry's viewpoint on related policy and practices
- develops and maintains networks of forestry enterprises, industry bodies, vocational education and training providers and Government agencies and departments
- works with the Commonwealth Department of Education, Employment and Workplace Relations (DEEWR), and State and Territory Training Authorities to develop and maintain national industry qualifications, training packages, funding for training activities and skills infrastructure
- provides support to employees, enterprises and training providers for assessment and skills development with constant information sharing, development of resource tools and materials and networks for exchange of best practices
- works with industry, schools, service providers and government to ensure that the industry is attractive and easily accessible to job seekers and existing workers.

ForestWorks is also one of 11 national Industry Skills Councils (ISCs). ISCs build partnerships between industry, skill and job service providers and government in order to assist Australia to develop a highly skilled workforce. The ISC status enables ForestWorks to be a communication and information channel between industry, the Department of Education, Employment and Workplace Relations (DEEWR), State Training Authorities, licensing and regulatory authorities and the VET system.

Position Summary

The Skill Advisory Manager (SAM) position is responsible for a number of government funded contracts and projects relating to forest and timber products industry skills advisory services, coordinating and managing program/project committees, industry working groups and VET projects, maintaining relationships with government, industry stakeholders and industry RTOs.

The incumbent will have a well-developed ability to work independently, plan activities, set up priorities, manage multiple tasks and meet regular deadlines. They will also have a demonstrated ability to manage meaningful engagement with employees and their representatives, employers and their representatives, government officials and training providers to promote certified training delivery in the industry. The successful applicant will be willing and able to work with all ForestWorks staff and managers and provide timely information on industry, enterprise and training development to assist with ForestWorks program activities.

Key Areas of Responsibility

Contract Compliance

- Prepare a time-framed project operational plan for managing all project output/deliverables and activities
- Ensure all prescribed project outcomes are delivered to required time and quality
- Ensure that expenditure conforms to the budget
- Liaise regularly with all key project stakeholders and forge strong partnership links
- Work collaboratively with government bodies, industry representatives, other agencies and RTOs to deliver project outcomes and promote the service

Project Specific Responsibilities

- Maintain ITAB stakeholder network to facilitate the building of co-operative relationships and provision of advice to Government
- Facilitate linkages between industry enterprises, industry and VET providers
- Visit industry enterprises, RTOs and other agencies on a regular basis
- Provide advice to funding bodies to enable preparation of a report on factors that are shaping the skill development needs of the industry
- Provide advice to relevant authorities to enable preparation of a report on regulations and legislation that are impacting on the skill development needs
- Prepare annual reports to relevant authority
- Provide timely feedback/validation on research undertaken by relevant authority
- Participate in government policy consultation and industry workshops
- Develop, implement and manage strategies to engage key industry stakeholders with the VET system
- Outline and implement strategies to increase industry understanding and awareness/participation in relevant government initiatives
- Support and promote the National Training Framework benefits and highlight the opportunities and availability of relevant training packages
- Provide status or endorsement advice to relevant authority regarding training packages
- Attract new participants for Pathways into Employment and Careers for the industry

Engagement Activities, Internal and External

- Represent the organisation at a range of public forums, including public speaking and advocacy
- Promote the organisation, its activities, outcomes and projects to the industry, other agencies and networks
- Work closely and regularly liaise with other ForestWorks staff fostering a team focused approach to activities and project management
- Participate in a wide range of selected projects and activities as directed by ForestWorks management

KEY RESULT AREAS

1. All project outcomes and milestones are achieved within allocated timeframes.
2. High quality service and advice delivered to employees, employers, government, ForestWorks members, stakeholders and industry groups
3. High quality reports delivered to funding body and ForestWorks management as required
4. All key stakeholders from enterprise employers, employees and their representatives to
5. RTOs and Government officers are successfully managed and engaged with as part of
6. normal ongoing activities in a measured and regular manner

Selection Criteria

ESSENTIAL

1. Demonstrated ability to build and maintain a broad range of stakeholder (relevant to ForestWorks) relationships with experience in managing and facilitating consultation processes through various structures including committees, forums, etc
2. Demonstrated ability to plan project activities and outputs according to contract requirements and deliver simultaneous contract/project outcomes (experience in managing government funded programs will be highly regarded).
3. Experience in collecting, analysing and interpreting information to produce high level advice to clients and stakeholder groups
4. Well-developed skills in compiling meaningful professional reports and producing a range of documents including information bulletins, agendas, meeting minutes and similar materials
5. Knowledge of VET sector, experience in workplace learning, development and training
6. Excellent written and verbal communication skills enabling to work effectively with employees, employers, clients, colleagues and multiple stakeholders
7. Tertiary qualification (qualification in adult learning or in training and assessment will be highly regarded)
8. Well-developed computer skills (MS Office suite) and ability to effectively work with databases

DESIRABLE

1. Understanding of regulatory and legislative environment affecting VET sector
2. Knowledge of forest and timber products industry
3. The applicant must have a full driver licence and be prepared to travel intrastate and occasionally interstate to work with other ForestWorks staff and industry representatives when required.

Applicants must email a resume and statement addressing selection criteria to careers@forestworks.com.au by COB February 10th, 2012