

Project Facilitator (Level 2 position)

Classification Stream and Level	Skills and Employment, Level 2
Position reports to:	National Program Manager - Skills Standards and Resources
Salary:	Level 2 \$63,963 - \$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 Term and Type:	Full-time ongoing
Other benefits:	5 weeks annual leave with 17.5% annual leave loading, \$1000 annual study allowance
Location:	North Melbourne
Application close:	31 January 2012

Organisation

ForestWorks Ltd is the national not-for-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 Australian 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 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 and government in order to assist Australia to develop a highly skilled workforce. The ISC status enables ForestWorks to build on its role of providing a communication and information channel between industry, DEEWR, licensing and regulatory authorities and the VET system.

ForestWorks has offices in Victoria, New South Wales, South Australia, Queensland and Tasmania.

Position Summary

The position facilitates ForestWorks projects, in particular those generated from the continuous improvement plan for the FPI (Forest and Forest Products Industry) and FPP (Pulp and Paper Manufacturing Industry) training packages. This role assists with the development and implementation of continuous improvement plan and implementation processes nationally and in each state. The Project Facilitator liaises externally with RTOs, ForestWorks members, training package and resource development contractors, government departments and authorities, project stakeholders, enterprises, industry associations and other stakeholders.

Key Areas of Responsibility

Project Specific Responsibilities

- Manage individual projects as allocated from the Continuous Improvement Plan
- Identify priorities and implement activities for the redevelopment of existing training package projects for FPI and FPP training packages
- Facilitate stakeholder engagement and consultation with stakeholders through sector advisory groups, technical specialist groups and regulators, and interaction with both internal and external stakeholders to fulfill all aspects of the role
- Undertake research and consultation to identify evolving and emerging industry skill needs and implementation issues
- Make recommendations regarding proposed training package solutions
- Establish a project planning approach to assist with the development of the Continuous Improvement Plan
- Prepare project reports and provide input for reports to National Program Manager – Skill Standards and Resources and DEEWR
- Liaise with industry representatives, RTOs, State Training Authorities, licensing and regulatory bodies, contractors and external consultants
- Provide support and assistance with the development, implementation and maintenance of the Continuous Improvement Plan
- As part of team develop the Training Package Stock take and other related documents as required
- Travel intrastate and interstate to work with other ForestWorks staff and industry/government stakeholders as required
- Provide direct support and report to the National Program Manager – Skills Standards and Resources
- Ability to manage meeting and consultative processes including all logistical arrangements, agendas and minutes.

Selection Criteria

Essential

Key selection criteria:

1. High level communication skills and the ability to facilitate engagement of industry and government stakeholders with diverse view points and needs to achieve common and agreed outcomes.
2. Ability to undertake research, analyse information and make recommendations that inform organisation decision making and development within the requirements of your projects.
3. Proven ability to work independently and within a team to deliver project outputs, manage competing priorities and multiple tasks in a busy, deadline driven and changing environment.
4. Well developed ability to work within organisations IT and communication systems to achieve high quality outputs.

Desirable

- A VET or tertiary qualification
- A knowledge of training package policy and processes as referred to in the Training Package Development Handbook
- Advanced knowledge of VET system and the ability to analyse and interpret training packages, qualification rules and complex VET tools and documents, describe and write about the impact of proposed changes to the industry training package.
- Working knowledge of the Australian Qualifications Framework
- Previous exposure to the forest, wood, paper and timber products industry

At ForestWorks, all staff members must be prepared to occasionally travel intrastate or interstate. They are also expected to adhere to Workplace Health and Safety Policies and proactively contribute to a positive, safe and clean work environment.

Applicants must email their resume and cover letter addressing the selection criteria to careers@forestworks.com.au by 31 January 2012.

For any questions, please contact Antoinette Hewitt, National Program Manager, ahewitt@forestworks.com.au