

Project Officer, NSW

Position reports to:	National Program Manager, Workforce Solutions
Number of reports to the position:	NA
Salary:	\$58,633
Superannuation:	12%
Employment Type:	Contract 12 months
Application close:	3rd 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

This position is responsible for the project management for a range of federal government programs (listed below) that are contracted through DEEWR to ForestWorks. The primary focuses of this role are promotion, project implementation including stakeholder management, quality assurance and project reporting. Meeting reporting requirements as per the contractual obligations will form a critical element of this role.

In order to be effective in this role, it is critical to be able to successfully engage with significant stakeholders including RTOs, DEEWR project managers, employers and industry associations on behalf of ForestWorks.

These programs currently include;

- Enterprise Base Productivity Places Program
- National Workforce Development Fund

Additional projects may be added to as they become available.

Key Areas of Responsibility

Contract Compliance

- Ensure 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 – Key result areas

- Successful administration of the programs (e.g. file management on SharePoint)
- Engage and manage interactions with key industry, government, provider and VET “system” stakeholders
- Ongoing monitoring of program implementation to enable ForestWorks to provide high quality reports (as required by DEEWR)
- Advice to stakeholders (including but not limited to: industry associations, unions, regulatory bodies, small/medium/large enterprises, RTOs & networks, Employment agencies etc) on the government programs
- Advice to industry enterprises on qualifications, undertaking skill gap analysis, training needs analysis and workforce planning activities
- Prepare reports in line with individual program commitments
- Work closely and regularly liaise with ForestWorks staff to promote the programs

Engagement Activities, Internal and External

- 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
- Promote the organisation, its activities, outcomes and projects to the industry, other agencies and networks

Selection Criteria

ESSENTIAL

- Experience in a VET environment.
- A good understanding of the National Vocational Education and Training System including traineeship funding opportunities in each state.
- A good understanding of RTO arrangements.
- Experience in data management issues and methods to organise data.
- Knowledge and an ability to effectively use Microsoft Word, Excel, Outlook.
- High level time management skills.
- High level communication skills.
- Experience in working effectively in teams and across multiple projects simultaneously.
- Proven capacity to effectively liaise and engage with industry across all levels of operation including management.
- Ability to meet deadlines and targets and work under pressure on multiple projects concurrently.
- High level interpersonal skills including demonstrated ability to work both independently and with others.
- The capacity to engage and maintain positive working relationships with key stakeholders.
- Able to work independently and meet KPIs.

DESIRABLE

- Understanding of regulatory and legislative environment affecting VET sector
- Knowledge of forest and timber products industry
- Knowledge of the principles of workforce development, TNA, and workplace process evaluation.

Applicants must email a resume and statement addressing selection criteria to careers@forestworks.com.au by COB February 3rd, 2012