



SOUTHERN CENTRAL SUBREGION

PROJECT ASSISTANT

(2 year part-time contract)

The Southern Central Sub-region (SCS) of Councils is seeking an energetic Project Assistant to assist the Workforce Development Coordinator to work with the region's employers, industry groups, the Southern Central Trade Training Centre and registered training organisations to support, train and encourage local employment from within the region.

The aim of this Project is to increase the participation of local people and improve the level of skills and qualifications across the workforce; help local businesses better connect with the employment services and training systems; and improve productivity and business growth across the region.

The SCS successfully applied for a grant through The Tasmanian Community Fund to facilitate the Workforce Development co-ordinator's role.

The project aim is to match employer requirements and expectations with training opportunities and potential employees, both formal and informal to enable the regional workforce to be job-ready as these employment opportunities materialise.

To apply, you must address each of the Selection Criteria

This is achieved by describing and giving specific examples how your previous work experience has allowed you to develop **each** of the skills and abilities required. The quality of your writing is not what we are assessing; it is your work experience as it relates to the tasks required and described.

A complete application will require:

- Address of the Selection Criteria
- Current Resume/CV
- Please include two recent referees

Selection Criteria

- A working knowledge of the employment services market, and training and education systems.
- Experience in recruitment & selection preferred.
- Strong administration and processing skills.
- Highly developed interpersonal, written and verbal communication skills.
- Highly developed time management skills including prioritising, attention to detail and multi-tasking.
- Demonstrated efficiency with computers and Microsoft packages.
- Current Driver's licence.

DUTY STATEMENT PROJECT ASSISTANT

(part-time 2 year contract)

GENERAL CONDITIONS OF EMPLOYMENT:

1. The general conditions of employment will be in accordance with Brighton Council's Enterprise Agreement.
2. In accordance with the Award, you will be entitled to:-
 - (a) Twenty (20) days recreation leave after twelve (12) months service;
 - (b) Ten (10) days personal leave per year;
 - (c) Gazetted public holidays.
3. Salary will be Admin Officer Level 3.3 i.e. \$30.50/hour
4. Superannuation guarantee of 9.5%.
5. The hours of duty are as follows:-
2 days/week (15 hours week)
8.30am to 4.30pm (30 minutes lunch) (flexible working arrangements may be negotiated with the Project Management Committee)
6. The position will predominately be based at the Brighton Council offices, Old Beach.
7. The appointment will be subject to the successful completion of a three (3) months probation period.
8. Applications for the position close at 12.00 noon on Thursday 10th December and should be addressed to:-

General Manager
Brighton Council
1 Tivoli Road
OLD BEACH TAS 7030

Or emailed to admin@brighton.tas.gov.au



Brighton Council

POSITION DESCRIPTION

POSITION TITLE: Project Assistant

Organisational Relationships

Direct Employer:	Brighton Council, (obo the four Southern Central Sub-region (SCS) Councils: Brighton, Central Highlands, Derwent Valley & Southern Midlands.)
Reports to:	SCS Workforce Development Co-ordinator and Project Manager
Internal Liaisons:	SCS Project Steering Committee Chair, Workforce Development Co-ordinator, Project Manager, Project Management Group members, Brighton Council support staff, Derwent Valley Council communications staff, Southern Midlands and Central Highlands employees and Southern Central Trade Training Centre Manager.
External Liaisons:	Employers, employees and training organisations, government Agencies etc.

Primary Purpose

To assist the Workforce Planning Co-ordinator in the process of fostering and maintaining relationships with employers, jobseekers, training organisations and other key stakeholders to facilitate access to relevant training activities and/or programs aimed at increasing employment within the SCS region.

Position Objectives:-

In conjunction with the Workforce Planning Co-ordinator the key objectives for this project are as follows:-

- Coordinate and strengthen the connections between the region's employers and employees through the identification and implementation of appropriate training and workforce development strategies and activities.
- Be creative and innovative in identifying activities and actions that will improve recruitment practices and opportunities for job seekers in the local area.
- Work with relevant stakeholders to enhance the coordination and effectiveness of training and employment services activities for employers and job seekers within the region.
- Improve the capacity of the regional workforce to meet the current and projected skills needs and growth and business and employers in the region.
- Achieve the Key Performance Indicators provided in the Grant Deed between the Tasmanian Community Fund and the SCS Councils for the bulk of the funding for the position.
- Ensure the outcomes provided in the Project Plan, as developed from time to time with the Project Steering Committee, are achieved.

Key Responsibilities

- Work closely with the SCS Workforce Development Coordinator to help achieve project outcomes.
- Provide administrative support to the Southern Central Subregion Workforce Development Project.
- In conjunction with the Workforce Development Coordinator, liaise with individual businesses across all sectors in the region to establish details of their workforce and training requirements.
- Identify jobseekers in the region, provide professional advice and match their skill sets to available positions.
- Maintain SCS jobseeker/candidate data base.
- Manage all social media and web-based communications delivered by the SCS project.
- Assist in the planning and coordination of events scheduled through the project to promote workforce development in the Southern Central Subregion.
- Provide assistance in the promotion of all training initiatives initiated by the project.
- Work closely with Employment Service Providers to identify local jobseekers who have the skills necessary to meet the vacancy requirements of local businesses in the Southern Central Subregion.

Accountability and Extent of Authority

This position is accountable to the SCS Workforce Development Project Steering Committee for the effective and efficient delivery of all project KPIs together with key responsibilities, in conjunction with the Workforce Development Co-ordinator.

Judgement and Decision Making

- Ability to meet task objectives, outputs, standards and reporting deadlines as determined.
- Ability to work with minimal supervision and utilise appropriate judgement and initiative to achieve the outcomes project desired.
- Undertake all work and tasks within the framework of the Brighton Council Code of Conduct and policies.

Specialist Skills and Knowledge

- A working knowledge of the employment services market, and training and education systems.
- Experience in recruitment & selection preferred.
- Strong administration and processing skills.
- Highly developed interpersonal, written and verbal communication skills.
- Highly developed time management skills including prioritising, attention to detail and multi-tasking.
- Demonstrated efficiency with computers and Microsoft packages.

Workplace Health & Safety (WHS) & Risk Management

Comply with all Health and Safety legislation

While at work, a worker must:-

- Take reasonable care for his or her own health and safety;
- Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons;
- Comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with this Act;
- Cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers;
- Avoid, eliminate or minimize hazards within your control, and immediately report any incident;
- Ensure accidents and near misses are reported as soon as reasonably practicable;
- Ensure any issues identified as a risk to the public, contractors or members of staff are reported in accordance with Council's incident reporting procedure; and

- Adhere to and assist in the continuous improvement of Council's risk management system.

Performance Standards

- Ensure all timelines and scheduled deliverables are adhered to.
- Ensure any legislative requirements and timeframes are complied with.
- Workforce Development Coordinator and/or Project Manager are kept informed as appropriate.

Interpersonal Skills

- Capable of exercising discretion and is respectful of potential commercial-in-confidence information when dealing with stakeholders and members of the public.
- High level verbal and written communication skills across a broad stakeholder base.
- High level interpersonal, conflict resolution and negotiation skills.
- Ability to work independently with limited supervision and work collaboratively and cooperatively with all stakeholders.

Record Management System

Ensure accurate records are maintained and can be provided at the request of the SCS Project Steering Committee.