



REGIONAL DEVELOPMENT AUSTRALIA YORKE AND MID NORTH
WORKFORCE DEVELOPMENT OFFICER (YORKE)
JOB & PERSON SPECIFICATION
FEBRUARY 2011

Candidates MUST address the following Essential Criteria in their Applications:

- Capable of effective teamwork and communicating effectively with the community, Stakeholders, Government agencies, training networks and Board staff;
- Enthusiasm for and interest in rural communities;
- Leadership skills to deliver a mutual understanding of expectations between Communities, Business, Board and Government sectors to enable the achievement of shared goals and the delivery of a high level of outcomes;
- Experience in the area of project facilitation, management, monitoring and evaluation;
- Financial management skills and experience to enable the contribution, preparation and compliance towards budgets within an organisational framework;
- Experience in use of Microsoft Office products, particularly Word, Excel and Outlook.

All applications MUST include a Covering Letter, responses to the Essential Criteria, a copy of the applicant's Resume together with three (3) Referees.

Closing Date: Applications close Wednesday 22nd February 2012 at 5.00pm.

Applications to be Emailed to:

Ms Kelly-Anne Saffin, Chief Executive Officer
Regional Development Australia Yorke and Mid North
Email: ceo@yorkeandmidnorth.com.au

Or Applications can be Posted to:

Ms Kelly-Anne Saffin
Chief Executive Officer
Regional Development Australia Yorke and Mid North
85 Ellen Street
Port Pirie SA 5540



An Australian Government Initiative



**An Initiative of
Government
of South Australia**

Local Government Partners

Clare & Gilbert Valleys Council | District Council of Barunga West
District Council of Mount Remarkable | Northern Areas Council
District Council of Peterborough | Wakefield Regional Council
District Council of Yorke Peninsula | Regional Council of Goyder
District Council of the Copper Coast | Port Pirie Regional Council
District Council of Orroroo Carrieton

REGIONAL DEVELOPMENT AUSTRALIA YORKE AND MID NORTH

POSITION DESCRIPTION

POSITION:	WORKFORCE DEVELOPMENT OFFICER (YORKE)
PACKAGE:	\$60,000 - \$63,000 per annum depending on experience Superannuation paid in accordance with legislative requirements A fully maintained motor vehicle with private use within South Australia
DATE APPROVED:	February 2012
APPROVED BY:	Kelly-Anne Saffin - Chief Executive Officer
START DATE:	To be negotiated
TERM OF TENURE:	Twelve (12) months
COMPLETION DATE:	12 months from start date
ESSENTIAL CRITERIA:	The incumbent must hold and retain a current Driver's Licence applicable for use in South Australia for the whole of the term of appointment. The Workforce Development Officer (Yorke) must provide a Current Police Checks as required by Regional Development Australia Yorke and Mid North.

BACKGROUND

Regional Development Australia Yorke and Mid North (RDAYMN) covers the local government districts of Barunga West, Clare & Gilbert Valleys, Copper Coast, Goyder, Mount Remarkable, Northern Areas, Orroroo Carrieton, Peterborough, Port Pirie, Wakefield and Yorke Peninsula.

The Board has a commitment and a responsibility for developing the region's economic social and cultural capital as well as ensuring regional sustainability.

Board members are drawn from our region's industry and representatives from all tiers of Government.

The activities of the Board are funded by grants provided under contract by the Australian Government, South Australian Government and the Councils within the Yorke and Mid North region. The Board also bids for complementing grants for service delivery in related areas such as training and employment, infrastructure development and business advisory services.

STRUCTURE OF ORGANISATION

Regional Development Australia Yorke and Mid North's organisation is made up of three main business units plus a Corporate Support unit:

- Economic Development Unit (incorporating Tourism Development Officers);
- Business Development Unit;
- Workforce Development Unit (incorporating Workforce Development and Migration Services);
- Corporate Support Unit (incorporating administration services).

The CEO is directly accountable to the Board; remaining staff are accountable to the Board through the CEO.

The Workforce Development Officers will be required to work closely with other members of the Workforce Development Team which currently includes:

- Workforce Development Officer (Mid North);
- Workforce Development Officer (Southern Flinders).

In particular, the Workforce Development Officer (Yorke) will report directly to the Chief Executive Officer.

ROLE OF THE WORKFORCE DEVELOPMENT OFFICER (YORKE)

RDAYMN manages the Yorke South Australia Works Network (SAWN) as part of the State Government *South Australia Works – Working Regions* program. The Yorke SAWN covers the Yorke Peninsula Region which consists of Wakefield Regional Council, District Council of the Copper Coast, District Council of Yorke Peninsula and District Council of Barunga West. The Workforce Development Officer (Yorke) will manage and coordinate a network of stakeholders to plan and deliver on innovative strategies to assist local education, training and employment pathways. The Workforce Development Officer (Yorke) will play a major role in the assessment and management of projects related to the core strategies and will also manage the substantial budget.

From time to time the Board and CEO will review the Boards requirements and the region which the Workforce Development Officer (Yorke) services may be altered and areas of special responsibility may be introduced.

POSITION OBJECTIVES

- Consult with the local community on employment and skill formation issues;
- Develop partnerships which ensure that all the expertise and resources available in the regions are used;
- Develop regional *South Australia Works* Network Plans that address the local training and employment needs of individuals and employers.

KEY RESPONSIBILITY AREAS

Key functions of the role are:

- Manage the activities of and provide executive support to the Yorke SAWN and be the first point of contact for matters relating to the operations of the Network;
- Assist in the development of the Yorke SAWN Strategy, in conjunction with the *South Australia Works* Regional Coordinator and the Network;
- Develop the annual Yorke SAWN Plan and budget, in conjunction with the *South Australia Works* Regional Coordinator and the Network;
- Responsible for the continued engagement of stakeholders and collaboration of the *South Australia Works* Network members to ensure relevant input and debate from both the supply and demand Yorke Peninsula employment sectors;
- Responsible for the management and delivery of the projects, initiatives, and activities as outlined in the Yorke Peninsula SAWN Plan;
- Manage the *South Australia Works - Working Regions* funding allocation and report on program funding as requested. Ensure that program auditing is undertaken as per the grantee funding deed;

- Fulfil Department of Further Education, Employment Science and Technology (DFEEST) reporting and evaluation requirements specified in the grantee funding deed and including maintaining appropriate records of all projects administered;
- Report regularly to the Yorke Peninsula *South Australia Works* Network on progress of implementation of the Yorke Peninsula SAWN Plan;
- Liaise with industry and service providers on workforce and labour market issues and implement these in partnership with other members of the RDAYMN team.

ORGANISATIONAL RELATIONSHIP

REPORTS TO:	Chief Executive Officer
SUPERVISES:	Consultant Contractors as necessary
INTERNAL LIAISONS:	All Board Staff
EXTERNAL LIAISONS:	Local Government Partners State & Commonwealth Government Departments and agencies Business & Tourism, associations and service providers Employment & Training Organisations within the Region Existing businesses within the Yorke and Mid North region Industry and community groups within the Yorke and Mid North Region

JUDGEMENT AND DECISION MAKING

- Required to exercise independent and well informed judgement in relation to operational matters, service delivery, and project development;
- Required to manage and provide support for external service providers in the delivery of contracted services;
- Required to identify and analyse strategic opportunities for the Board, and present such analysis to the CEO for interpretation and consideration.

SPECIALIST KNOWLEDGE AND SKILLS

- Experience in areas including economic development facilitation, project management, monitoring and evaluation would be advantageous;
- Experience in undertaking research and analysing information;
- High quality report writing, preparation and interpretation;

- Experience in use of Microsoft Office products, particularly Word, Excel and Outlook;
- Experience in preparing funding applications for Australian and State Governments;
- Ability to develop good networks both within the community and with other organisations.

MANAGEMENT SKILLS

- Ability to effectively implement time management skills, in prioritising, timelining and goal achievement;
- Train, develop and supervise as necessary;
- Ability to independently problem solve in difficult circumstances and have the conceptual skills to accurately perceive, interpret and manage complex issues and relationships;
- Financial management skills and experience to enable the contribution, preparation and compliance towards budgets within an organisational framework;
- Have the capacity for creative thinking to support a culture of evolving challenges within the Board's operational framework.

INTERPERSONAL SKILLS

- Capable of effective teamwork and communicating effectively with the community, Stakeholders, Government agencies, training networks and Board staff;
- Excellent communication, presentation/delivery and customer relation skills;
- Leadership skills delivering a mutual understanding of expectations between Communities, Business, Board and Government sectors to enable the achievement of shared goals and the delivery of a high level of outcomes;
- Ability to analyse and problem solve both within and outside the organisation;
- Enthusiasm for and interest in rural communities;
- Responsiveness, empathy, observation and listening skills;
- Ability to obtain the support and confidence of regional industry business operators in the efficacy of the Regional Development Australia Yorke and Mid North stated objectives;
- Knowledge & awareness of structural changes impacting upon rural communities;
- Empathy with individuals business and community organisations in rural communities.

QUALIFICATIONS AND EXPERIENCE

- Formal qualifications in the areas of Project Management, Career Development or other relevant qualification, or other demonstrated experience are desirable, or a willingness to undertake professional development in skills areas identified in conjunction with the CEO.

SPECIAL CONDITIONS

- Some out of hours work may be required;
- The position involves substantial within-region travel;
- Some intrastate and interstate travel may be required;
- Current Police Check;
- The incumbent must hold and retain a current Driver's Licence applicable for use in South Australia for the whole of the term of appointment.