

POSITION DESCRIPTION

POSITION TITLE:	Project Manager
LOCATION:	SE QLD
REPORTING TO:	CEO Skill360
DEPARTMENT:	Programs

PURPOSE STATEMENT

The primary purpose of this position is to promote and deliver a range of Programs to business, apprentices, school based trainees, job seekers, and other stakeholders. The responsibility of the role is to manage the day to day and operational aspects, coordinate/lead all activities required to meet specific project Key Performance Indicators (KPI's), including employer engagement, participant recruitment and selection, mentoring and life skill development. This may require regular travel to establish new programs in locations across Queensland, particularly North Queensland. The role will also identify and promote future business opportunities to grow and expand Programs.

OUR VISION

To improve social equity through having more people in jobs, more people learning new skills, and more communities exposed to positive change.

OUR MISSION

- To promote training, employment and workforce planning solutions to employed, under-employed and at risk members of our Communities, with particular emphasis on youth.
- To provide bridging assistance where government and community resources are lacking.
- To assist new and existing businesses to grow and prosper through effective workforce planning.
- To create and maintain partnerships with other providers, industry groups and governmental agencies

OUR VALUES

- **Inclusive:** People of all communities coming together as one team for common goals
- **Excellence:** We always strive to exceed
- **Resilience:** Equipped to meet challenges and exceed
- **Integrity:** We act with honesty and sincerity
- **Innovation:** Embracing new ideas and technology to stay ahead of change

REPORTING

This position reports to the CEO Skill360

PRIMARY DUTIES

- Lead the Project teams, including delivery of Skilling Queenslanders for Work, Pre Apprenticeship and other associated programs.
- Assist with the planning and establishment of new programs including full qualifications and short courses delivered by the RTO as required.
- Support trainers to ensure they are adequately resourced and prepared for delivery of programs.
- Work with local stakeholders, including funding partners, Community partners, Government Departments and local business;
- Submit tenders for relevant programs / projects on behalf of Skill360 and The BUSY Group.
- Attend networking and event meetings to cultivate networks and aid business development and community engagement;
- Deliver against contract KPI's and report in accordance with funding body requirements
- Deliver programs within budget;
- Develop a productive working relationship with all BUSY At Work divisions, identify opportunities that can benefit multiple divisions;
- Source employment opportunities for program participants;
- Source host employers for project participants and jobseekers and match them to employment opportunities;
- Support the projects teams to provide comprehensive mentoring services to program participants;
- Manage program risks, particularly work, health and safety risk, with support from Group WH&S;
- Monitor and report on project activities and provide relevant management information;
- Commitment to act in a manner which promotes and protects the safety and wellbeing of children and young people by adhering to the Child Safety National Principles and TBG's Child Safety policies and procedure;
- Any other tasks assigned which may be reasonably requested from time to time, which contribute to the success of the organisation.

KNOWLEDGE, SKILLS & EXPERIENCE

- Strong leadership and management skills;
- Working knowledge of State and Federal Government as a contract funding entity;
- Mentoring, soft skill training and business experience;
- Strong communication skills;
- Well-developed interpersonal skills – ability to build and sustain relationships with key stakeholders, gain confidence and build a sense of mutual understanding of needs and objectives;
- Self-motivated with a demonstrated enthusiastic approach to day-to-day business operations;
- Knowledge of RTO, Employment Services and Australian Apprenticeships and Vocational Training and Education systems;
- Ability to support teams to train and mentor program participants to positive outcomes;
- Good knowledge of modern business practices, including ability to develop budgets and meet compliance and KPI requirements in accordance with contract requirements.
- Ability to maintain data bases and participant contact records and follow up in a timely and professional manner;
- Well-developed oral communication skills (including presentation, influencing and negotiation) and written communication skills (including the production of well-formatted business reports and documentation);
- Strong organisational, leadership and time management skills;
- Positive approach to a continual changing work environment;
- Strong client focus and desire to be a part of a growing, high achieving, successful service organisation;
- Ability to operate in a highly ethical manner with BUSY At Work's contractual requirements.

QUALIFICAITONS

- Degree in Business / Project Management or related field is required;
- A Certificate IV in Training & Assessment is advantageous;
- Class C Drivers' Licence;
- Working with Children Check (Blue Card) Queensland;
- National Crime Check (Police Check) clearance;
- Knowledge of Workplace Health and Safety and Risk Assessments

KEY DIMENSIONS

Key dimensions required within the role include adaptability, building high customer satisfaction levels, and the following:

- The ability to travel and be away from home for short stays if required;
- Able to work outside standard business hours to attend events, conferences etc.;
- Teamwork and communication skills;
- Strong face to face and telephone communication ability;
- Ability to adapt mentoring and training to meet client's needs.

WORKING RELATIONSHIPS

N/A

This Position Description is intended to describe the general content of and requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements. This position may include travel.

I have read and understood the duties and responsibilities required of me in this role.

Employee Signature: _____ Date: _____