

Regional Development Australia Whyalla and Eyre Peninsula Inc. (RDawEP)

Job & Person Specification

NDIS Workforce Project Manager – Whyalla and Eyre Peninsula



**Regional
Development**
Australia

WHYALLA &
EYRE PENINSULA INC.

JULY 2017

Regional Development Australia Whyalla and Eyre Peninsula Inc.

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| POSITION TITLE | NDIS Workforce Project Manager – Whyalla and Eyre Peninsula (2 year contract) |
| Location | Whyalla, South Australia |
| Reporting | Chief Executive Officer |
| Supervises | Nil |
| Service Area | Whyalla and Eyre Peninsula region |
| Travel requirements | There will be a requirement for intrastate travel to visit various Regional businesses and provide outreach services throughout the region. Some interstate travel may be required on an infrequent basis. |
| Remuneration | Remuneration and benefits to be negotiated as part of the contract. Work vehicle, phone and computer will be provided as tools of trade. Salary range of \$70,000 - \$80,000 plus access to pool vehicle for travel requirements. |

REGIONAL DEVELOPMENT AUSTRALIA

Regional Development Australia (RDA) is an Australian Government network of business, government and community leaders who work together to support the development of regional Australia. RDA Whyalla and Eyre Peninsula (RDAWEP) is a well-established regional organisation funded by Local, Federal and State government to build partnerships to develop strategies and deliver sustainable economic growth, infrastructure and services to the region. RDAWEP Board Members are local leaders developing local solutions to local issues.

POSITION SUMMARY

The NDIS Workforce Hub Project Manager is responsible for identifying disability sector employers and potential jobs in Whyalla and Eyre Peninsula and supporting the connection of local employers, employment agencies and suitable job seekers. With a current knowledge of career theory and practice and experience in the disability workforce sector, the position will work closely with government, employment service providers, training organisations and other relevant stakeholders to lead disability workforce development in the region. Utilising experience and well developed personal skills the NDIS Workforce Project Manager will build the capacity of career service practitioners to provide specialist career guidance to individuals wishing to work in the disability sector.

POSITION OBJECTIVES

The Disability Workforce Hub for Whyalla and Eyre Peninsula is an important initiative to help secure a sufficient and diverse workforce supply as the region moves towards full implementation of the NDIS. It will operate as a 'One Stop Shop' model for **organisations, workers and job seekers** looking for support and assistance across the disability sector. The Hub will contribute to building workforce capacity and capabilities, ensuring local people are employed and to help Regional South Australian employers secure skilled and experienced workers.

Commencing in October 2017, the Disability Workforce Hub aims to build on the opportunity of retaining money being invested in the NDIS rollout within Whyalla and Eyre Peninsula region. This initiative is a fundamental reform to the delivery of care that will change the lives of people who live with a disability and has a large flow on impact for mainstream business.

The NDIS Workforce Project Manager is responsible for delivering the following project objectives:

- Connect disability sector employers with suitable job seekers, including through engagement with intermediaries such as employment service providers, higher education providers and vocational education and training (VET) organisations
- Build the capacity of career services practitioners to provide specialist career guidance to individuals wishing to work in the disability sector
- Engage with local employers to identify and address their workforce development needs, with a focus on workforce supply.

The NDIS Workforce Project Manager will identify disability sector employers and potential jobs in Whyalla and Eyre Peninsula, and support the connection of local employers, employment agencies and suitable job seekers.

REPORTING, RELATIONSHIPS & COMMUNICATION

- Reports to the Chief Executive Officer
- Maintain effective communication and productive working relationships with:
 - RDAWEP staff
 - Disability sector employers within the region
 - JobActive and Disability Employment Service providers
 - Further education and vocational education training providers
 - Career Service Practitioners
 - Regional Councils
 - Relevant Federal and State Government Agencies
 - RDAWEP Board Members and Staff
 - Residents of the region
 - RDA organisations both in SA and nationally
- Undertake significant interaction with small, medium and large enterprises involving both telephone service and client meetings both onsite and in the office.
- Maintain effective networks and contacts with other relevant industry, associations and government.
- The production of reports and achievement of KPIs as required by RDAWEP funding agreements.
- Contribute to RDAWEP staff meetings, newsletters and media releases.
- Contribute to the Board's Regional Plan, monthly reports and Board meetings as required.

KEY RESPONSIBILITIES

- Identify disability sector organisations in region, and organisations seeking to deliver services under the NDIS – through local networks / intel, information provided by NDS and establish a database of organisations and key contacts.
- Meet with local disability sector organisations to discuss their level of preparedness for transition to the NDIS, use of workforce planning processes, their existing and anticipated workforce needs (for new and existing workers), workforce development gaps, opportunities to connect with training providers and any quality issues experienced in hiring graduates.
- Identify employment service providers and vocational education and training organisations in region – through local networks / intel, information provided by NDS and establish a database of organisations and key contacts.
- Meet with employment service providers to discuss job opportunities in the disability sector and support for their clients through the Hub, information about key criteria that employers have for new workers (in terms of skills and personal qualities).
- Meet with training providers delivering relevant qualifications to discuss connections with employers in designing and/or validating training, organising work placement opportunities and graduate destination; information about key criteria that employers have for new workers (in terms of skills and personal qualities); opportunities to refer / connect students and graduates with the Hub.
- Work with WorkReady/JobActive providers to design Jobs First Employment Project-type responses to identified employer need – on an as needs basis.

- Assist with identifying skills gaps of RDAWEP career practitioners in relation to their knowledge of disability sector careers and requirements for workers; to be progressed in partnership with NDS.
- Contribute to the design and delivering of professional development activities to improve the knowledge of career practitioners about disability sector careers.
- Identify promotional opportunities, such as NDIS Community Expos and other community events. Design activities to promote the Hub e.g. local media, information at community.
- Contribute to the design and implementation of collaboration / communication strategies and processes with DSD, NDS, other Hubs and career services (where relevant), including referral and information sharing processes.
- Enter information about interactions in shared CRM and events into shared events calendar.
- Provide input into Activity Work Plan
- Coordinate Disability Workforce Hub Steering Group Meetings as required.
- Collaborate and coordinate closely with other RDAWEP staff in all areas of operational activity, in particular the Disability and Ageing Masterplan Implementation Officer.
- Increase the general level of awareness across the region about the operation and benefits of the NDIS rollout.

PERFORMANCE INDICATORS/MEASUREMENT

- Number of disability sector employers approached and supported.
- Number of further education and vocational education training providers approached and supported.
- Number of JobActive and/or Disability Employment Service providers approached.
- Number of employment outcomes facilitated.
- Number of disability workforce workshops delivered.
- Annual work plan developed and delivered in collaboration with Chief Executive Officer.
- Number of professional development activities delivered to RDAWEP career practitioners.
- RDAWEP career practitioners report increased knowledge about disability sector careers and local job opportunities.
- Number of existing worker upskilling outcomes facilitated.
- Employers engaging with the Hub about workforce development needs are satisfied with the support provided and outcomes facilitated.
- Stakeholder relationships and expectations are managed professionally.
- Where applicable, stakeholder feedback is positive and measurable.
- NDIS Workforce Hub steering committee is established and operates within accepted governance structures.

SPECIAL CONDITIONS

- The position is based at the RDAWEP office located in Whyalla but incorporates extensive travel throughout Whyalla and Eyre Peninsula region.
- Outreach services to be provided in Whyalla and Eyre Peninsula region in conjunction with our government partners
- Some out of hours work will be necessary.
- Intrastate travel may be required and a current driver's license is essential.

PERSON SPECIFICATION

ESSENTIAL MINIMUM REQUIREMENTS

Personal Abilities/Skills

- A high level of communication and presentation skills in both written and oral form, with demonstrated ability to relate well to people at all levels.
- Ability to use initiative and exercise independent and well informed judgement to make risk based decisions in a politically charged environment.
- Ability to adapt to change and modify approach as required.
- Excellent consultation and negotiation skills and empathy in the needs and views of others.
- Demonstrated ability to work productively in a small multidisciplinary team.
- Computer skills especially in word processing, spreadsheets and databases, and proficiency in maintaining information resources.
- Demonstrated ability to identify and develop solutions to impediments and problems which impact workforce development.
- Proven ability to plan, manage time, be well organized and meet deadlines.
- Ability to coordinate meetings including scheduling, setting agendas and minute preparation.

Educational / Vocational Qualifications

- Appropriate Tertiary qualifications in business or related discipline.

Experience

- Proven ability in building effective relationships and networks with industry bodies, government, consultants, and referral organisations.
- Experience in undertaking research, analysis and providing recommendations.
- Experience in Project Management, Marketing and Communications.
- Ability to plan, promote and manage workshops, forums and information sessions and meetings which involves the public and industry stakeholders, including scheduling and setting agendas and minute preparation.
- Experience or involvement with small and medium business sectors.

DESIRABLE CHARACTERISTICS

Education

- Certificate IV in Career Development

Experience

- Experience in assisting businesses with workforce development initiatives.
- Experience in working in regional areas.
- Experience in working with government and dealing with workforce development matters.
- Experience or involvement with the disability and training / education sectors.

Knowledge

- Sound working knowledge of the NDIS, Health, Disability and/or Aged Care industry.
- Knowledge and understanding of career development services and the training sector.
- Understanding of Government's business and regional development policy and programs.
- Sound understanding of WH&S policies and procedures with ability to adhere to safe working procedures and ensure a safe working environment.

NOTE: Performance will be measured and assessed against the position responsibilities and objectives set during annual performance appraisals.