

RJC Project Manager

Position Outline

Position	RJC Project Manager
Work Location	23 West Street, Council's Administration Building
Annual Salary Band	\$110,000.00- \$140,000.00
Engagement Type	Contract – 18 months Full-Time

PROGRAM OVERVIEW

The Regional Jobs Committees (RJC) Program was established in 2019 via *Skills for Queensland – Great Training for Quality Jobs*. The Program coordinates regional communities, industry, and government to identify barriers and opportunities for local skills development, workforce participation and business growth.

The RJC Program supports government to identify potential areas of Queensland at risk of not connecting with the benefits of the *Good People. Good Jobs: Queensland Workforce Strategy 2022 - 2032* and providing targeted workforce support. The Program is upheld by a number of RJC projects (committees) collaborating throughout Queensland. Via the network of RJs, the program will:

- Raise awareness of the Queensland Workforce Strategy in regional communities and connect local businesses to support mechanisms.
- Develop unique local solutions to local workforce and skilling challenges.
- In partnership with DYJESBT, assess whether the Queensland Workforce Strategy is working in regional communities.

ROLE DESCRIPTION

In partnership with the Department of Youth Justice, Employment, Small Business and Training (DYJESBT), Mount Isa City Council will lead an 18-month regional engagement and collaboration project. This role sits within Mount Isa City Council however is funded by DYJESBT through the RJC Program 2024 – 2025.

As the RJC Project Manager, you will:

- Manage the overall RJC project, including development of a project plan, meeting milestones, deliverables, responsibility for reporting obligations and management of the RJC project budget.
- Promote the RJC objectives in the Mount Isa region to:
- Identify current and emerging skills and workforce issues.
- Connect stakeholders to the QWS including support programs, grants and initiatives.
- Strategically connect employment stakeholders with employers within the region to benefit the local economy now and in the future.
- Drive the local RJC reference group (including acting as secretariate support) including:
- Ensuring program objectives and milestones as detailed within the Action Plan remain the focus.
- Bringing local workforce issues to the RJC for consideration.
- Engage with local industry and community to identify workforce, training, and skills issues, connect to QWS supports and other DYJESBT programs and initiatives.

- Collaborate with RJC Project Managers in other regions to share best practice and support cross-pollination of ideas.
- Oversee adherence to a Services Agreement between Mount Isa City Council and DYJESBT for delivery of the Mount Isa region RJC project and take responsibility for:
- Submission of contractually required progress reports.
- Achievement of deliverables.
- Attendance at quarterly meetings with DYJESBT to discuss project progress.
- Carry out the directions of Mount Isa City Council and DYJESBT in a timely, effective, and professional manner.

KEY SKILLS AND EXPERIENCE

The RJC Project Manager will have no direct reports and so will be responsible for all levels of project management, coordination and facilitation and will need to be comfortable and confident working autonomously. As the RJC Project Manager, you will require:

- Demonstrated project management skills to identify strategic goals and work autonomously to both develop and operate against a project plan.
- Strong communication and soft skills used to build relationships, overcome diversity, and influence change, as well as identify and facilitate cooperation amongst stakeholders with conflicting agendas and motivators.
- A demonstrated ability to research and analyse qualitative and quantitative data and information to inform project goals.
- An understanding of the skilling and employment ecosystem including knowledge of the *Good People. Good Jobs: Queensland Workforce Strategy 2022 – 2032*.
- Written communication skills used to write and interpret briefs, communicate a range of information to a variety of audiences in a way that suits them, provide written reports and other documentation as required.

An understanding of the VET sector including the Queensland Government's investment in VET and related stakeholders including national and state regulators and professional industry bodies will be highly regarded.

OTHER

Applicants must be willing to travel as required to engage with stakeholders and constituents within the projects geographical remit.

WORK HEALTH AND SAFETY

All employees of Council have an obligation to comply with Work Health and Safety legislation including Council's Work Health policies, procedures, and work instructions.

WHAT'S IN IT FOR YOU?

When joining Mount Isa City Council, you are provided with pathways and opportunities to grow and achieve your potential. Eligible employees can access our Employee Assistance Program, elect to join our free Immunisation Program, and enjoy sporting reimbursement opportunities. Full-time employees receive 5 weeks annual leave (pro-rata to part-time employees, *not applicable to casual employment*) to enjoy time outside the workplace!

WE AT ISA...

We consider our values vital in how we serve our community. Mount Isa City Council's values are Integrity, Service and Accountability.

INTEGRITY

SERVICE

ACCOUNTABILITY

HOW TO APPLY

What to include in your application:

Please provide the following information to the panel to assess your suitability:

- Write a maximum 2 pages on how your experience, abilities, knowledge, and personal qualities meet the position requirements of the role.
- Your current CV or resume, including two referees who have a thorough knowledge of your capabilities, work performance and conduct within the previous two years.

Submitting your application:

- Submit online at: <https://www.mountisa.qld.gov.au/current-vacancies>; or
- Email Human Resources on hr@mountisa.qld.gov.au
- *Both word and PDF are accepted file formats.*

Please note that:

- Council undertakes a range of checks and assessment methods to assist in selection, including criminal history checks, pre-employment medical etc.
- Mount Isa City Council is an Equal Employment Opportunity employer. Council strongly encourages all suitable applicants to apply for this role.
- ***Applicants must be eligible to live and work within Australia.***

Creation Date	19 February 2024
Reviewed Date	19 February 2024
Contact	Human Resources 07 4747 3389
Closing date	5 March 2024