



Mount Isa Skills Association
IsaSKILLS

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ABN 73697336567

POSITION DESCRIPTION

POSITION TITLE:	Employment & Training Coordinator (Doomadgee)
INDUSTRIAL INSTRUMENT:	Labour Market Assistance Industry Award 2010
PROGRAMME:	CDEP
DATE OF POSITION DESCRIPTION:	7 April 2010
RESPONSIBLE TO:	Doomadgee CDEP manager
RESPONSIBLE FOR:	Delegated Trainers, Subcontractors and Employment advisors.
LOCATION:	Doomadgee Position will require travel as required.

ABOUT THE ORGANISATION

IsaSKILLS is a non-profit organisation which delivers various programmes into the community for a comprehensive range of Training and employment services

IsaSKILLS was formed to provide training and employment related assistance to Jobseekers and employers in Doomadgee, Cloncurry, Longreach, Normanton and the surrounding regions. Our highly trained staff are dedicated in providing you with a quality service that is second to none. We deliver accredited training programs, work experience programs, employment services, youth services and many other funded programs and projects. Job Network, Work for the Dole, CDEP, Green Corps, and Disability employment Services are examples of the many programs we provide.

Primarily, **IsaSKILLS** relies on funding from federal and state Government Departments. The number of Departments providing funds has increased over the years since 1997. **IsaSKILLS** acquires additional

income through fee-for-service work, such as accredited and industrial training, labour hire, and other miscellaneous non-core activities.

PURPOSE OF THE POSITION AND KEY RESPONSIBILITIES

In keeping with the reformed CDEP program, the Employment and Training Coordinator is expected to play a pivotal role in establishing CDEP as a Training Vehicle for CDEP participants to move into off CDEP employment.

This will be carried through several important pathways. Firstly, in the design and development of Training Plans including identification of opportunities, establishment of partnerships, and relationships with key employer groups, development of programs, negotiation of Work Experience opportunities and support delivery of community development projects. Secondly, in delivering and coordinating the delivery of entry level and accredited training directly to CDEP Participants that will substantially increase their development and improve their candidacy for vacancies in the local labour market.

The Employment and Training Coordinator would be responsible for establishing, developing and maintaining relationships with potential employers, Job Services Australia providers, Registered Training Organisations, and funding agencies in the design and development of targeted employment and training agreements and community projects including;

- Negotiate training to employment pathways and programs for CDEP participants with key employers in the region in maximising current opportunities.
 - Plan, design, development of training and employment opportunities in emerging employment areas and develop strategies to increase employment and training opportunities in these areas;
 - Support the CDEP training agenda by delivering appropriate training and industry licensing under direction from the CDEP manager.
 - Identify, design and develop training priorities to ensure training activities delivered under CDEP (under both the Work Readiness Services and Community Development Stream) align with needs, aspirations and conditions, are culturally appropriate and align with community plans;
 - identify and negotiate further opportunities for employment, training and work experience;
 - Harness support from other service providers and government agencies in the development of training and employment programs in response to emerging opportunities in the region as required; and,
 - Strengthen linkages between CDEP and other service providers in the development of an integrated approach to developing participants in the training agenda of the CDEP.
- Work with Government, JSA providers, Employers, Registered Training Organisation's and other key stakeholders in the development of sustainable employment and meaningful training services for the Doomadgee CDEP.
 - Work with communities to identify opportunities, strengths, issues and priorities in training services (accredited and non-accredited), community development projects (Community Participation Profile) and employment opportunities for the Doomadgee location.
 - Ongoing planning for the development of training programs for the Doomadgee CDEP.
 - Prepare and provide reports and advice in relation to barriers, gaps, and service duplication in the development of training and employment services.

SELECTION CRITERIA

Knowledge

- Demonstrated understanding of the social, economic and environmental factors that impact on CDEP communities within the area.
- A working knowledge of contemporary community development philosophies.
- Sound knowledge of the training services environment along with the ability to quickly develop key networks in the delivery of targeted training and development initiatives.
- Sound knowledge of CDEP policy, direction, objectives and service delivery functions.

- Knowledge and commitment to equity, principles of cultural diversity, ethical practices, EEO and OH&S.
- Commitment to integrated community development practice.
- Analytical and problem solving skills, including skills in facilitating innovative approaches.

Skills

- A track record of training design and Training delivery to entry level indigenous participants.
- The ability to work in an inter-cultural operating environment , including high level negotiation, planning and networking skills.
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- The ability to manage complexity, ambiguity and pressure in a changing environment.
- A demonstrated initiative and ability to work autonomously as well as a member of a team.
- Sound written and verbal communication skills.
- Management skills related to setting priorities, planning, organisation of workloads and meeting deadlines.

Experience

- Demonstrated experience in training design and development of capacity building or related fields
- Sound Accredited Training Delivery experience in a relevant field.
- Demonstrated experience in working with, and an understanding of, economic participation issues impacting on Aboriginal people in rural and remote communities with limited economies
- Demonstrated record of the ability to lead and to work collaboratively with a broad range of stakeholders

Essential


- Current driver’s license
- Capacity to travel for work
- Cleared Police checks

Desirable

- Tertiary qualifications in Training, Employment Services, and Management.

OTHER INFORMATION

As part of the recruitment process you may need to satisfy financial and police background checks

Approved by CEO		Agreed by Incumbent	
Date	2010	Date	