

## Position Description

<b>Title:</b> Skills Project Manager TTSSS Co-ordinator	<b>Location:</b> Brisbane
<b>Reports to:</b> Chief Executive	
<b>Basis of Employment:</b> Full Time six month contract	<b>Updated:</b> 15/06/2022

### PRIMARY OBJECTIVE

The purpose of the role is to provide governance and program management for the TTSSS and act as secretariat for the Tourism Workforce Steering Committee (TWSC) to ensure the development and progression of the TTSSS Implementation Plan.

### PRIMARY DUTIES & RESPONSIBILITIES

#### General Responsibilities

- Project Management and governance of diverse government contracts
- Organise, present and participate in appropriate expos, career days and state wide regional road shows & virtual roadshows
- Secretariat for the Tourism Workforce Steering Committee (TWC)
- Strengthen industry pathways for students to build careers in tourism
- Support the growth of the skills required for employment and career development in the tourism and hospitality sectors
- Research, develop, and deliver reports to the TWC on identified Tourism Training Skills Support Strategy priority projects.
- Facilitate industry engagement to validate and confirm priority workforce projects.
- review of national and international workforce strategies and existing research related to COVID-19 to identify further opportunities.
- present the research findings and the TTSSS Implementation Plan to the TWC.
- Provide strong leadership and project management to ensure progression of the TWC endorsed TTSSS Implementation Plan.
- Participate in appropriate committees and networks
- Promote the industry particularly within the regions and schools and to broader stakeholder groups
- Provide a range of advice relating to careers, apprenticeships, traineeships, Vocational Education & Training (VET) investment priorities, training packages and trade recognition, internally and external
- Work with Schools to promote the relevant projects and initiatives across the state of Qld
- Promote the industry as a career path broadly to a diverse range of stakeholders



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#### Job Specific Capability

- Demonstrated experience in a similar role and or substantial demonstrated project management
- Working knowledge of the current and emerging reforms within Australian Vocation Education and Training sector and workforce capability building
- Demonstrated experience with vocational education training packages and broader training programs
- Secretariat experience including minute taking, meeting coordination and high- level stakeholder engagement including industry, government, training providers, schools, and small businesses.
- Demonstrated experience coordinating training related schedules, events or similar activities
- Positive and proactive stakeholder engagement and project management experience
- Understanding and or ability to gain understanding of state and federal government initiatives and reforms related to the Tourism and Hospitality Industry
- Understanding and demonstrated experience relating to compliance and administration of a Registered Training Organisations
- Highly developed written and verbal communication skills including presentation, consultation and negotiation
- Tertiary degree or vocational qualification in a business and/or education/training related area of study

#### Operational and Strategic Business Development

- Research and report on current and future skills needs and recommend strategies
- Provide strategic and policy advice to QTIC
- Develop funding and grant submissions for projects
- Develop/facilitate the development of training/support programs
- Promote and encourage QTIC membership
- Implement and manage where appropriate projects
- High level stakeholder engagement

#### Marketing and Communications

- Oversee the development, implementation and monitoring of project marketing and communication strategies
- Present papers at conferences / seminars/workshops when required
- Continually promote the relationship between workforce skills and enterprise performance
- Develop and maintain a proactive and responsive relationship with QTIC members





### Financial Management

- Ensure compliance with financial and legal requirements for the operations of funding agreements
- Prepare and review financial projections and acquittal statements
- Monitor financial targets and ensure compliance with contractual obligations and outcomes

### **KEY RELATIONSHIPS**

#### Internal

- Workforce Development Manager
- Indigenous Project Manager
- QTIC Team & Board
- QTIC Members
- Sector Associations

#### External

- Workforce Development networks
- Department of Employment, Small Business and Training
- Department of State Development, Tourism and Innovation
- Tourism and Events Queensland,
- Regional Tourism Organisations and the broader tourism Industry
- Relevant Australian Government and national bodies
- Education institutions and training providers
- Industry Skills Committees

### **SKILLS, KNOWLEDGE AND PERFORMANCE AREAS**

#### Self Leadership/Management

- Understands the goals and directions of QTIC
- Establishes goals in line with corporate objectives
- Demonstrates capacity to work with independence, flexibility and initiative
- Seeks and takes opportunities to develop personal and professional skills, knowledge and attributes to achieve performance expectations
- Adheres to all company policies and procedures

#### Team Orientation

- Works cooperatively, proactively and shares information in a timely manner in a small team environment
- Understands team roles and expectations
- Identifies and works towards team goals





#### Business Ability

- Demonstrates accuracy and integrity in all work
- Proven success with negotiation and commercial transactions and ability to successfully manage change in an organisational environment
- Provides reliable and consistent quality of work
- Commitment to continuous improvement
- Ability to project management multiple tasks in a timely manner

#### Relationship & Service

- Committed to assisting and servicing others
- Able to complete projects successfully and timely
- Deals with external information requests efficiently
- Ability to deal sensitively and respectfully with a full range of customers in a wide range of business situations