



POSITION DESCRIPTION

Project Manager, Seafood Skills Formation Strategy

NATURE AND SCOPE

Location: SE Qld

Reports to: The Chief Executive Officer.

The Project Manager will also be required to participate in the Queensland Government's Department of Education and Training Skills Formation Strategy project manager's network including bi-monthly project reporting and six-monthly professional development activities.

Closing Date: 9th January 2010

Remuneration: Package subject to negotiation

Tenure: 2 years from date of commencement

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POSITION BACKGROUND

Skills Formation Strategies are designed to support industry organisations, businesses, education and training providers, employment organisations and government agencies to work collaboratively on developing and implementing industry-centric workforce plans aimed at ensuring the availability of skilled workers.

The position of Project Manager, Seafood Skills Formation Strategy will lead the development of a sustainable, collaborative network comprising industry, government and service providers with a strong initial focus on wildcatch and ancillary sectors industry based in and around Queensland's south-east. This network will be expected to lead the development of a strategic workforce action plan (Skills Formation Strategy) and participate in subsequent implementation that supports further industry development and sustainability.

The Project Manager will be employed by the Queensland Seafood industry Association and will work closely with members of that association, the Queensland Seafood Marketing Association, the Moreton Bay Seafood Industry Association, the Department of Employment, Economic Development & Innovation (including Queensland Fisheries) and other key industry stakeholders.

KEY RESPONSIBILITIES

The position of project manager will be responsible for undertaking a Skills Formation Strategy project in accordance with the Queensland Department of Education & Training Skills Formation Strategy Framework. This includes activities such as:

- Develop an initial project scoping document and industry engagement scenario
- Identify and establish an Industry Leaders Group and convene meetings as required
- Assist stakeholders to identify opportunities to support the growth and success of the industry through a strategic workforce development approach

- Establish an industry action plan and identify opportunities to support the plan's implementation
- Identify the manner in which the industry action plan and collaborative networks developed during the project can be sustained following the completion of the project.

SELECTION CRITERIA

The position requires a self-motivated individual who can demonstrate a high degree of empathy with stakeholders and successfully manage for outcomes in an environment of diverse expectations.

The successful applicant will need to possess:

- Effective communication skills and the ability to work with diverse groups of stakeholders
- A successful track record in project management and/or business management
- Strong conceptual ability, problem solving and analytical skills
- A high level of personal drive and integrity
- A good understanding of the link between industry development and workforce development

A prior knowledge of the seafood and sector would be a benefit but is not mandatory.

OTHER REQUIREMENTS

- Current "C" (car) class driver's licence
 - Occasional travel within Queensland
 - Occasional overnight travel away from the location may be required.
 - Out of hours and weekend work may be required to meet industry operational needs
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