**Job Description**

**Project Officer Jobs and Skills Resource Unit**

**Level 5**

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| **Position Number:** 00036434 **FTE:** 1.0**Directorate:** Service Delivery **Branch:** Service Delivery Operations**Location:** Osborne Park **Position Status:** Temporary**Agreement/Award:** Public Service Award 1992 Public Sector CSA Agreement 2022 or as replaced |
| **Reporting Relationships***Reports to:*Manager, Jobs and Skills Resource Unit, Level 7*Other officers reporting to the above office:* Digital Resources Coordinator Jobs and Skills Resource Unit, Level 6Support Officer Jobs and Skills, Level 2*This Office – officers under direct responsibility:*No direct reports |
| **Key Role Statement**  The Jobs and Skills Resource Unit (JSRU) provides resource development and centralised support to Jobs and Skills Centres (JSCs) across Western Australia. The Project Officer Jobs and Skills Resource Unit is responsible for the development of culturally relevant high quality career development and other resources to support the JSCs to provide career, training and employment assistance for Aboriginal people. The position has responsibility for developing and reviewing content for the Aboriginal Services section of the Jobs and Skills WA (JSWA) website in collaboration with key stakeholders. The position will work with the JSRU Manager to review, adapt and update general purpose resources to be inclusive and meet Aboriginal job seekers and career changer needs. Additionally, the Officer will develop and maintain stakeholder relationships with the Client Engagement Officers (Aboriginal Services) based in the JSCs, as well as the Aboriginal community, external service providers and Aboriginal organisations.  |
| **Key Responsibilities*** Develops, in collaboration with the JSRU Manager, high quality resources to support Aboriginal people to develop their career competencies and capabilities, including personal management, learning and work exploration and career building skills.
* Review and update career development content on the JSWA website to meet the learning and support needs for Aboriginal people receiving support from the JSCs.
* Develops and maintains strong functioning relationships with key stakeholders (within the Department and the JSCs), Aboriginal organisations, and community based agencies.
* Provides input and advice to the JSC network meetings and professional development program to increase attendance by industry representatives and relevant stakeholders to enhance the provision of services to Aboriginal people.
* Provides support and contributes to the implementation of the strategic direction of the JSRU in the provision of Aboriginal support services to the JSC network.
* Liaises and consults with internal and external stakeholders and coordinates information dissemination to the JSC network on culturally relevant training initiatives, career development resources, and other relevant information.
* Monitors and responds to feedback and requests on the JSWA website that require feedback that relates to Aboriginal peoples’ needs.

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| **Selection Criteria****Essential** **Aboriginality is considered essential for this position under Section 50D of the Equal Opportunity Act.** * Demonstrated knowledge and experience in career development services with an emphasis on Aboriginal client engagement and/or cultural needs.
* Well-developed interpersonal skills, including written and oral communication skills that facilitate team work, negotiation and liaison with a range of internal and external stakeholders including Aboriginal people.
* Demonstrated experience in the coordination of multiple tasks and projects to ensure required outcomes are met in a timely and effective manner.
* Demonstrated high level analytical, conceptual and problem-solving skills.

**Desirable*** Experience in the use of digital technology (database, website, and social media) and presentation skills would be highly regarded.

**Other Requirements** * Aboriginality is essential for this position in accordance with Section 50D of the Equal Opportunity Act.
* Possession of or substantial progress towards a minimum qualification of Certificate IV Career Development or equivalent.
* May be required to work from any Department worksite.
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**CERTIFICATION**

The details contained in this document are an accurate statement of the position’s responsibilities and requirements.

Branch Director:

**Name:** Adam Walker **Position:** A/Director Service Delivery Operations

**Signature: Date:**

Delegated Authority:

**Name:** Brad Jolly **Position:** Executive Director Service Delivery

**Signature: Date:**

**HR USE ONLY**

**Date Registered on Content Manager:**

**Content Manager Reference No:**