

POSITION DESCRIPTION

Position Title	Workforce Development Officer
Location	Shelter Tas Office - Suite 33, 110-114 Collins Street, Hobart
The Organisation	Shelter Tasmania Inc. is the peak body for housing and homelessness services and low to moderate income housing consumers in Tasmania. Shelter Tas is funded by the Department of Communities Tasmania
Responsible To	Chief Executive Officer
Liaises With	All Shelter Tas staff Workforce Development Program Reference Group Shelter Tas members, Policy and Executive Committees Training providers Government departments
Hours	Part-time 14 hours per week, ongoing Probation period is 6 months, with a three monthly review.
Award Classification	Social, Community, Home Care and Disability Services Industry Award 2010 – Social and Community Services Employee Level 5-6, negotiated as per relevant experience.
Function	Project Officer for the Shelter Tas Workforce Development Program 2018-23, under the supervision of the Chief Executive Officer and Shelter Tas Executive Committee.
General Provisions	Commitment to working in accordance with the aims, philosophy, policies and procedures and governance structures of Shelter Tas.
Special Conditions	<ul style="list-style-type: none"> Additional reasonable hours may be requested on occasion which will be compensated as per the TOIL policy Willingness to engage in continuous quality improvement Due to the part-time hours in this role, if funds are available, Shelter Tas may negotiate to employ the Workforce Development Officer to undertake additional hours of work at the same level of responsibility and pay.

Statement of Responsibility

The Workforce Development Officer will:

- Research, develop and coordinate training needs of the housing and homelessness sector as part of the Workforce Development Program (2018-2023)
- Take a lead role in working with Specialist Homelessness Services and Community Housing providers to deliver the outcomes of the Workforce Development Program (2018-2023)
- Produce correspondence and communications for key stakeholders as required, including secretariat for Workforce Development Reference Group meetings
- Develop and maintain stakeholder relationships, and represent Shelter Tas in relevant forums
- Take a lead role in evaluation and reporting of the Workforce Development Program (2018-2023)
- Coordinate other training opportunities on behalf of the sector or individual organisations
- General administrative duties
- Participate in supervision and staff meetings

Specific Duties

- Develop and maintain all relevant documents for the Workforce Development Program (2018-2023) funding agreement (Terms of Reference, etc.) in conjunction with the Reference Group
- Provide agenda, minutes and follow up on actions for Reference Group meetings
- Contact and liaise with trainers about training options
- Manage all aspects of booking for trainers, venues, Shelter Tas requirements, manage participant enrolments through an appropriate electronic booking system (Eventbrite)
- Distribute evaluation forms to training participants, collate data, write evaluation report and communicate back to Reference Group
- Provide advice about improvements and innovations and contribute to ongoing strategic planning for the Workforce Development Program (2018-2023)
- Maintain the Shelter Tas website's training section in liaison with the Communications Officer
- Promote training and consult with Specialist Homelessness Services, Community Housing providers and other relevant services
- Manage all enquiries and participants' needs relating to the training
- Where needed, attend part of the training to ensure running smoothly and attend to any requirements on the day
- Liaise with Administration and Finance Officer and Chief Executive Officer regarding budget
- Collaborate with other organisations to provide joint training opportunities to the sector where appropriate
- Develop surveys, distribute and collate results, then report back to Reference Group
- Represent Shelter Tas at sector advisory groups for Workforce Development issues.

Reporting

The Workforce Development Officer is required to work in a relatively unsupervised manner. Accountability is achieved through reporting and performance appraisal sessions, and meeting deadlines. Regular supervision is provided by the Chief Executive Officer as well as support from other staff in the day to day performance of their duties.

Other Information

- The Workforce Development Officer will work primarily at the Shelter Tas office in Hobart. However, they will be required to travel regularly within the State and the local area. From time to time, overnight trips will be required.
- Shelter Tas employees must be aware of and comply with requirements of the Workplace Health and Safety Act 1995 and associated regulations. This includes compliance with Shelter Tas' occupational health and safety policies and procedures as well as the taking responsibility for the health and safety of everyone in the workplace.
- All employees of Shelter Tas must undergo a National Police Check and complete a Confidentiality Agreement and Pre Employment Health Report as a condition of employment.
- Superannuation is the standard employer contribution with any additional national increase within the period of employment.
- All employees must abide by Shelter Tas' Code of Ethics and Conduct.

SELECTION CRITERIA

Essential Skills and Knowledge

1. An understanding of workforce development and workforce planning
2. Experience in project management, including development, implementation and evaluation of projects
3. High level written and verbal communications and IT skills
4. Demonstrated capacity to manage competing priorities whilst meeting organisational deadlines
5. A well-developed capacity to identify, establish and maintain effective partnerships with a diverse range of stakeholders
6. Ability to work autonomously, manage time effectively and work within a small team setting.

Desirable Skills

7. Highly self-motivated and creative
8. Previous experience in working in a community based organisation
9. Understanding of and commitment to Shelter Tas' values and to the affordable housing and homelessness sector
10. Current driver's license.

Shelter Tas promotes equal employment opportunities with all selection based on proven experience, qualification and/or training and the applicant's potential to most efficiently undertake the responsibilities of the position.



Authorised by Pattie Chugg
Shelter Tas Chief Executive Officer
August 2019