



Position Description Rural Skills Coordinator

RFCS Gippsland provides free, confidential and independent planning and support services to farming and small rural businesses that may be experiencing financial difficulties.

RFCS Gippsland's primary objective is to assist clients to implement improvement plans for financial performance of their business as well as their personal wellbeing.

The Rural Skills Coordinator is a state Government funded position and is aimed at providing flexible employment and training guidance for farmers, their family members or employees impacted by 2019-20 bushfires in East Victoria.

A current driver's licence is essential, as frequent travelling will be required to support clients across south eastern Victoria. A salary packaged company vehicle may be negotiated. Some after hours work may be required and occasional overnight absences may occur for training, conference attendance and/or remote client visits.

The Rural Skills Coordinator is a funded position up to 30 Jun 2022.

If you join our team, you will have:

Personal effectiveness | Demonstrated ability to manage and adjust work to achieve goals; accept responsibility for mistakes and learn from them; always displaying respect and courtesy to others

Team effectiveness | Collaborative approach for information, learning and effort; understanding and appreciation of diversity in the workplace, capability to work with others to reach common goals; support and building positive and constructive relationships; communicate clearly and concisely ensuring messages are understood; ability to express ideas clearly, listen effectively and provide feedback constructively.

Organisational effectiveness | Understanding of how an individual's role and work contributes to achieving organisational goals; ability to think ahead and plan accordingly.

Our Values:

	Demonstrated behaviour
RESPECT	We show respect by treating everyone with dignity; expressing genuine care and concern for others; and having an appreciation that all people and circumstances are different.
INTEGRITY	We treat everyone with honesty and fairness in a professional and engaging manner; we take responsibility for our actions.
TRUST	We build trust by being open, honest, respectful and reliable with each other and with our clients.
ACHIEVEMENT	We are an inclusive organisation recognising the contributions and achievements of everyone involved in our organisation's success.
COMMUNICATION	We value the opinion of others and commit to fostering a culture of open and honest communication and transparent and fair decision making.



Position Description Rural Skills Coordinator

Position Responsibilities:

- Develop, coordinate and deliver the project management components of the Rural Skills Connect Program in line with industry, government and community needs and expectations. ([see similar project: East Gippsland](#))
- identify employment opportunities for farmers, their families and farm workers
- identify relevant skills (e.g. operating heavy machinery) and the need for additional training and accreditation to compete for jobs
- assist partners, family members and farm workers to access career advice, employment services and training opportunities.
- assist people to access relevant ancillary services e.g. financial advice, career counselling
- facilitate employment and training opportunities
- refer farmers, their family members and workers to organisations to training and employment,
- financial and other service providers that can help them to make decisions about future employment opportunities and match people with employers

Key deliverables and responsibilities of the role will be reflected in the Individual's Performance Plan. Key Performance Requirements and Key Indicators are as below:

Key Performance Requirement	Key Indicators
Relationship Management	<ul style="list-style-type: none">• Engage, communicate and develop effective working relationships, liaising with farmers and affected business operators, business and industry groups, training providers and job service providers
Project Management	<ul style="list-style-type: none">• Develop, coordinate and deliver the project management components of the Rural Skills Connect Program in line with industry, government and community needs and expectations.
Project Delivery	<ul style="list-style-type: none">• Critically assess and identify local workforce needs and develop strategies to fill skills shortages, working with business and industry to facilitate flexible employment opportunities• Manage and support a portfolio of clients, delivering and managing skills audits, job plans, and identifying and facilitating training arrangements.• Provide professional advice, analysis and recommendations to key stakeholders related to employment and training opportunities
Planning, Evaluation & Reporting	<ul style="list-style-type: none">• Prepare high quality, well researched correspondence, reports and submissions with clear and concise recommendations and evaluations.



Position Description Rural Skills Coordinator

Competencies:

1. Proven ability to develop, manage and deliver programs or projects to achieve stated business outcomes with minimal supervision.
1. High level conceptual and analytical skills, ability to apply complex concepts to program development and translating concepts to operational activities including strong issue analysis and resolution skills.
2. High level communication skills, ability to present, influence outcomes, gain cooperation and undertake complex negotiations; experience in the preparation of reports, briefs and recommendations.
3. Capability and experience in developing effective working relationships with a wide range of stakeholders at senior levels within the community, the private and public sectors.
4. Capability to Identify and respond to clients' underlying needs, including those affected by financial and emotional hardship as a result of changes in the dairy industry, using an understanding of the client or stakeholder's organisational context to tailor services and ensure a high quality response.
5. Sound understanding of rural and regional communities and the issues, factors and stressors affecting and influencing their social and economic growth, community development and psycho-social wellbeing.

Qualifications/Experience:

2. Experience in the management of employment and training pathways.
3. Demonstrated high level of self-motivation and personal management skills, including effective time management, ability to work autonomously, strategies to successfully balance priorities, and positive self-care
4. A relevant tertiary degree would be well regarded.
5. Experience operating in a multi-stakeholder environment.

Other requirements:

1. Australian Residency or eligibility to legally work in Australia.
2. Driver's License.
3. Requirement for regional travel including overnight stays, if required.

Personal skills: Empathy & compassion; appreciation of farming and rural community issues.

Benefits:

- Salary packaging to reduce your taxable income by up to \$15,899 (maximum benefits for non-for-profit organisations). A company vehicle may also be negotiated as part of salary package.
- Flexible work environment
- Supporting team environment



**Rural Financial
Counselling Service**
Victoria – Gippsland
ABN 52 091 551 739

Position Description Rural Skills Coordinator

Direct Manager: Executive Officer

Police Checks:

The successful applicant will be required to undergo a police check as part of the selection process.

The suitability of applicants to perform the role may depend on the results of a criminal history check performed by the relevant police authority.

Selection process:

Applicants should submit a covering letter addressing role responsibilities, supported by a resume with details of work history, experience and qualifications.

At interview, applicants will be asked to demonstrate competencies required to perform this role.

Salary

Range [\$88,000 - \$120,000 FTE] depending on qualifications and experience, plus superannuation.

This job description indicates the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role. Duties may be varied and or amended from time to time.

Kylie Holmes
Executive Officer
Rural Financial Counselling Service (Victoria) – Gippsland
[February 2020]