

## POSITION DESCRIPTION

<b>Job Title:</b>	Project Officer – Career Development & Training Strategy
<b>Employer:</b>	Australian Lot Feeders' Association (ALFA), Sydney NSW
<b>Reports to:</b>	Manager – Membership, Communications & Capability
<b>Direct Reports:</b>	Nil
<b>Salary Range:</b>	Based on experience
<b>Term:</b>	Full time fixed term

### Position Summary

This newly created role is responsible for implementation of the Australian Feedlot Sector Career Development and Training Strategy (FCDT) Project.

- The aim of which is to:

- Attract, retain and grow a professional and skilled workforce within the Australian feedlot sector;
- Provide a clear feedlot career development pathway; and
- Deliver associated training, professional development programs and build relevant support networks.

As a member of a small, young and energetic team, the role requires passion and hands on practical assistance to deliver the FCTD Project strategy, vision, objectives and deliverables.

### Working Relationships

You will report directly to the Manager – Membership, Communications & Capability and provide executive support to relevant working groups (as required).

The position requires the development of strong relationships, with key staff within (but not limited to) ALFA, Registered Training Organisations, Meat & Livestock Australia and Government, along with other relevant bodies such as the Career Development and Training Working Group, and other industry stakeholders to ensure information flow and issue resolution.

### Key role responsibilities

- Implement and deliver on the Australian Feedlot Sector Career Development and Training Strategy (FCDT) Project including:
  - i. All planning, budgeting and corresponding milestones (in conjunction with any other relevant ALFA projects and programs).
  - ii. Initiating, negotiating and managing project delivery contracts.
  - iii. Co-ordinating, planning and designing professional development activities.

- iv. Assisting in managing relevant project deliverables including (but not limited to) courses, facilitators, training, programs, events and awards.
  - v. Developing, populating, piloting, and launching an electronic training material library (ETML) to hold feedlot training material.
  - vi. Assisting with all associated project administration as required.
- Assisting in the development and implementation of specific feedlot industry and ALFA member communications relating to career development and training; including the provision of content for the ALFA Lotfeeding Journal, member newsletter, direct communications and workshops.
  - Managing ALFA website content in relation to career development and training to ensure that it is kept up to date and that links and functions work properly. This will require coordinating input from other staff and external parties from time to time.
  - Assisting members with enquiries regarding career development and training.
  - Professionally representing ALFA at various forums as required. This will require interstate travel from time to time.
  - Adhering to and completing the necessary requirements within the Meat & Livestock Australia service agreement in relation to the role.

### **Reporting requirements**

- Assist in developing all related reporting, monitoring and evaluation of the FCDDT Project.
- Prepare, complete and execute high quality and accurate Project milestone reporting.
- Ensure all career and training activities are communicated to the relevant Committee Chairperson and broader Council.

### **Fundamental areas upon which job performance will be reviewed**

1. The successful and effective implementation of the Australian Feedlot Sector Career Development and Training Strategy (FCDDT) Project including:
  - i. Project planning and deliverables
  - ii. Implementation of an effective electronic material library
2. Feedback from attendees regarding the delivery of industry training events.
3. Key reporting requirements and deadlines.
4. Effective preparation and distribution of communication material, including:
  - i. General project information, such as milestones and deliverables.
  - ii. Meeting tools, including briefing notes, agenda material and minutes.
  - iii. Career development and training content, to be used across multi media.
5. Development of strong and effective relationships/ networks among members and other stakeholders.
6. Satisfactory completion of the stipulated requirements within the Meat & Livestock Australia service agreement in relation to the role.
7. Effective contribution to ALFA's administration capacity and wider teams including cross functional project support where necessary.
8. Other duties as specified by the Manager – Membership, Communications & Capability or Chief Executive Officer.

### **Technical and behavioural Skills Required**

- Strong organisational and time management skills.
- Strong communication, research and analytical skills.
- Excellent written and verbal communication skills.
- Strong attention to detail and effective negotiation skills.
- Ability to problem-solve and work autonomously.
- Ability to work to budgets and meet deadlines.
- High professional standards and integrity.
- A high level of initiative and drive (progressing issues to their conclusion)
- Ability to professionally represent ALFA at forums as required.
- Ability to multitask and to work harmoniously in a small team environment.

### **Qualifications and Experience Required**

- Previous project management experience will be looked upon favourably.
- Agricultural related degree or project management qualifications an advantage
- Knowledge of the Australian meat and livestock industries an advantage.
- Experience in the use of Microsoft Office software applications.