

## **POSITION DESCRIPTION – PROJECT OFFICER**

**Vacancy:** Project Officer

**Reporting to:** General Manager, Workforce Development

### **Reporting structure:**

- Chairman
- Board
- CEO
- General Manager – Workforce Development
- Project Officer

**Direct reports:** N/A

### **Benefits:**

- Professional development opportunities
- Flexible work arrangements
- Opportunity for small amounts of interstate travel
- Laptop computer for work-related use
- Mobile phone reimbursement (up to \$55 per month)
- Car parking at Canberra Airport office (if located in Canberra)

**Location:** Canberra preferred. Other locations considered

### **About the ARA**

The Australasian Railway Association (ARA) is the peak body for the rail sector in Australia and New Zealand. ARA represents more than 180 member organisations including passenger and freight operators, track owners and managers, suppliers, manufacturers, contractors, and consultants.

ARA's vision is to support the rail industry in being sustainable, inclusive, capable and competent as well as customer centric.

Members include listed and private rail-related companies, government agencies and franchisees.

### **Workforce Development**

The Australian rail industry generates almost \$30 billion in economic activity every year, supporting 165,000 direct and indirect jobs. Over the last three years alone, the rail industry's economic contribution has risen by 16%, adding 20,000 jobs to the national economy. In addition, more than \$14 billion in rail construction activity is planned over the next five years – more than double at the peak of the mining boom.

The ARA Board and members, through membership of the Workforce Development Committee have agreed a three-year Workforce Development Strategy. This document is underpinned by five pillars and provides insight into a range of practical solutions that will assist the rail industry to have access to a

capable and competent workforce at all stages of the asset lifecycle and across all the work sectors within rail.

These five are:-

1. Establishing a strategy to support the delivery of practical learning solutions
2. ARA competency advocacy
3. Building national collaborative learning networks
4. Supporting competency management and the development and execution of national skills matrices
5. Inclusion & diversity (including Women in Rail)

### **About The Role**

The Workforce Development portfolio in ARA is fast paced and undertaking multiple projects to assist the rail industry in growing and developing a competent workforce. Currently there are significant construction projects in rail happening across the country, and often insufficient workers to meet the demand. ARA, through the Workforce Development Committee is enacting the strategy to assist in turning the dial on access to a skilled workforce.

The Project Officer provides support to both the Workforce Development General Manager and the Senior Workforce Development Manager. Areas of support include:-

- administration associated with project management
- provision of secretariat support to several working groups in the Rail Industry Worker Program as well as other working groups typically associated with project related work
- monitoring of all expenditure associated with project purchase orders
- ensure that all committees and working groups have timely access to resources to ensure they can complete their allocated tasks
- provide information as required to other stakeholders in ARA including Corporate Services, Events and Policy portfolios.

The role is part of a small team that supports industry outcomes in line with the strategic objectives of the ARA and supports the GM Workforce Development in representing ARA members across a range of industry and government forums.

To be successful in this role, you will require an ability to build and maintain effective relationships with a wide range of stakeholders across the rail and education industries as well as all areas of the ARA. An ability to travel interstate and to work independently is an important aspect of the role.

### **Skills and Attributes**

- Ability to use a range of digital solutions and programs in providing support across the Workforce Development portfolio
- Demonstrate a strong interest in new knowledge and emerging trends and practices relevant to skills in the rail industry
- Share information and collaborate across teams and committees to enable and support informed decision making

## **Key Accountabilities**

- Support project briefs using ARA software solutions to maximise efficiency as required
- Provide support in the development of ARA blended courses through ensuring stakeholder meetings take place in a timely manner with secretarial support. Additionally manage the administration requirements of the project plan and reporting on milestones for the build and delivery of ARA blended courses. Collaborate with Events to ensure the administrative details are attended to in a way that ensures the experience for learners is positive.
- As required support the engagement and initiatives flowing from Working Groups established by the Workforce Development Committee to achieve targeted outcomes and solutions in agreed timeframes and to agreed budgets
- Support the Competency matrix committees through the provision of secretariat support.
- Support the development and execution of a national assessment framework and the national assessor role.
- Support the development and delivery of university level learning solutions through the provision of committee support, as well as other necessary administrative tasks.

## **Essential requirements**

- Experience in a role/s where project support and secretariat/communication outcomes have been supported
- Experience with data base platforms including excel

## **Preferred requirements**

- Experience within and knowledge of the rail industry
- An understanding of the vocational education sector and/or experience in the higher education sector in the delivery of learning solutions