



ROLE TITLE:	Project Supervisor (Employment Pathways Coordinator Project)
DIVISION / DEPARTMENT:	Corporate Services Division
BRANCH / UNIT:	People and Organisational Development – Community Employment Programs
REPORTS TO:	Programs Coordinator- Community Employment Programs
BAND / WAGES GRADE:	Band 6
DATE PREPARED:	January 2008

ANZSCO Code: 2233A

AUTHORISATION:

Manager	<u>Jane Morgan</u>	<u></u>	<u></u>
	Name	Signature	Date

Determined by CRC: 22 / 01 / 2008 **CRC Number: D163**

PRIMARY ROLE PURPOSE:

Project:

The Employment Pathways Coordinator project will train six participants from migrant and refugee backgrounds to become Multicultural Employment Advisors.

Purpose:

The purpose of this role is to supervise the Employment Pathways Coordinator project and to assist project participants in developing their capacity to become Multicultural Employment Advisors.

CUSTOMERS:

Internal :

- Coordinator, Community Employment Programs
- Corporate Services Division
- Project participants
- Councils Divisions

External :

- Department of Employment and Industrial Relations
- Employers
- Businesses
- Community groups and community organisations

KEY ACCOUNTABILITIES:

Recruitment

- Actively participate in recruitment process to select the most suitable participants for the project.

Relationship building with:

- people from migrant and refugee backgrounds, community and government organisations and services relevant to this project.
- relevant stakeholders and employers and link participants to their businesses.
- Council's host teams and other organisations, which will assist participants in their learning process.

Training

- Liaise with training organisations and relevant Council areas for the coordination and delivery of various training for the Trainee Multicultural Employment Advisors, including job search, cross-cultural training, behaving assertively and how to deal with difficult customers training.
- Provide support to Trainee Multicultural Employment Advisors during training, work experience and job search stages of the project to resolve challenges as they arise.
- Organise information sessions and/or workshops for employers to promote the Employment Pathway Coordinator project and the benefits for the employers regarding employing project participants in their organisation.

Research/resources

- Seek employment opportunities on behalf of the Trainee Multicultural Employment Advisors via the Council's internal vacancies, the internet job sites and through the local papers, notify participants of any relevant employment opportunities, and assist them with the application process.
- Work on development of a resource/package, which will assist Council and other employers to successfully employ and retain migrant and refugee employees.

Reporting

- Provide regular reports to the Coordinator, Community Employment Programs and to the Department of Employment and Industrial Relations as per contractual agreement.
- Ensure accurate documentation of participants' appraisals, training and progress are recorded.

Project supervision

- Supervise a diverse group of Trainee Multicultural Employment Advisors through their work placement in recruitment activities in Council and provide support in their subsequent job search as a Multicultural Employment Advisor.
- Ensure that a safe and healthy work environment is maintained for all persons involved in the project through application of the workplace health and safety requirements.
- Contribute to the development of a culture, which is team based and customer service focussed, encourages debate and innovation, and excellence in program design and strategic research.

KEY SELECTION CRITERIA:

1. Demonstrated ability to communicate effectively and sensitively with people from migrant and refugee backgrounds, together with a sound knowledge and understanding of the issues and barriers facing those people and ability to propose responses/solutions.
2. Ability to lead and advise a diverse group of people and manage the project by setting priorities, monitoring work progress, project finances and participants performance.
3. Demonstrated high level of verbal and oral communication, negotiation, partnering, consultation and advocacy skills with a range of stakeholders including, community organisations, other levels of government and the business sector.
4. Sound knowledge of community, government and private sector roles in the delivery of employment programs, especially those for migrants and refugees.
5. Understanding of private and public sector recruitment process.