



POSITION DESCRIPTION

POSITION TITLE:	Project Manager – Wine, Beverage & Olive Industry Workforce Development Strategy
INCUMBENT:	Vacant
SUPERVISOR:	Chief Executive Officer, Mildura Development Corporation Inc

EMPLOYMENT CONDITIONS

SALARY:	The position is a full time position. The salary is \$75,000 per annum plus reimbursement for use of own vehicle.
PAYMENT OF WAGES:	Payment will be made fortnightly directly to a banking institute of your choice.
HOURS OF WORK:	76 hours within two (2) weeks.
LEAVE:	The position is entitled to 20 days of annual leave per annum (pro rata), 12 days sick leave per annum (pro rata).
SUPERANNUATION:	In accordance with Superannuation Industries Supervision Act.
SMOKE FREE ENVIRONMENT:	Mildura Development Corporation provides a smoke free environment and smoking is not permitted within premises and vehicles.
EQUAL EMPLOYMENT OPPORTUNITIES (EEO):	Mildura Development Corporation is an equal opportunity employer and strives to ensure the absence of discrimination in employment.

1. **ORGANISATION STRUCTURE:**

The Mildura Development Corporation Inc is an independent incorporated association. The Mildura Development Corporation Inc is the peak economic development organisation for the Mildura region. Our stakeholders are business and industry in the Mildura Rural City Council municipality that contribute to the Economic Development differential rate.

The Mildura Development Corporation has a Board of nine (9) Directors, a Chief Executive Officer, an Economic Development Project Officer and an Economic Development Officer.

Our Vision:

Creating our region's future

Our Values:

- **Integrity:** Respectful, responsive and reliable in all our actions
- **Equity:** Appreciation of economic situations across the Mildura region
- **Accountability & Transparency:** Responsible and open decision making
- **Innovation:** Creative thinking encourages opportunities

Our Goals:

1. Work with industry and business in facilitating growth in the Mildura region
2. Attract and develop new investment opportunities
3. Assist in building a vibrant and sustainable community
4. Develop productive strategic alliances with relevant funding providers
5. Consistently engage with our stakeholders

2. **POSITION SUMMARY:**

The Mildura Development Corporation has received funding for the second stage of the Department of Innovation, Industry & Regional Development's Workforce Policy program. As the Industry Workforce Development Strategy for the Mildura Region Wine, Beverage and Olive Industries has been developed, this funding will be used to implement the strategies identified during the first stage of the project.

The Industry Workforce Development Strategy will be implemented by the Project Manager in consultation with the Project Reference Committee. Key outcomes of this project will include the following:

- Coordinate the implementation of the Activity Plan
- Engage with the Project Reference Committee
- Engage with industry and industry stakeholders

Project Objectives:

The objectives of the Mildura Region Wine, Beverage and Olive Industry Workforce Development Strategy are to:

1. Facilitate the supply of labour with appropriate training and engagement, to support and enhance the future development of the wine, beverage and olive industries across the Mildura region.
2. Assist in contributing to the workforce needs and issues experienced by industry and the labour market pool, including attraction and retention issues, and contribute to development of Industry workforce Profile.
3. Coordinate the implementation of the actions identified during stage one of the industry workforce development strategy.

3. POSITION OBJECTIVES:

- 3.1 This position will be responsible for the coordination of implementing the activity plan from the Mildura Region Wine, Beverage and Olive Industry Workforce Development Strategy.
- 3.2 The Project Manager will be required to work with the wine, beverage and olive industry sectors and the Project Reference Committee to deliver key aspects of the industry workforce development strategy activity plan until end of June 2011.
- 3.3 The Project Manager will be responsible for identifying the projects key stakeholders and formulating a collaborative stakeholder engagement process.
- 3.4 The Project Manager will be responsible for ensuring that the key stakeholders are consulted and have input into the key findings and activity plan.
- 3.5 The Project Coordinator will be responsible for ensuring that the workings of implementing the activity plan are communicated to the key stakeholders.

4. KEY RESPONSIBILITIES AND DUTIES:

- 4.1 Coordinating and attending monthly Project Reference Committee meetings and other meetings as required.
- 4.2 Ensure regular two way communication with key stakeholders, Mildura Development Corporation staff and the Project Reference Committee.
- 4.3 Provide written progress reports to the Project Reference Committee, Mildura Development Corporation and funding bodies as required.

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- 4.4 Liaise with Mildura Development Corporation staff to ensure that all designated activities of the project stay within budget and adhere to the funding requirements with the Department of Innovation, Industry & Regional Development.
 - 4.5 Work flexible hours as required to meet the demands of the position.
 - 4.6 Occasional travel may be required.
 - 4.7 Ensure awareness of relevant State Government strategies and frameworks.
 - 4.8 Develop an email database as well as an appropriate database to enter project data into.
 - 4.9 Utilise the Mildura Development Corporation staff to assist with conducting economic modelling as required.
 - 4.10 Ensure that relevant data and information is identified, collected, collated and analysed for the project.
 - 4.11 Ensure that an appropriate key stakeholder engagement process is established and adhered to for the project.
 - 4.12 Have a comprehensive framework of relevant attraction and retention issues that are required for the medium and long term capacity of these industry sectors.

5. ACCOUNTABILITY AND EXTENT OF AUTHORITY:

- 5.1 The incumbent will report to the Chief Executive Officer of the Mildura Development Corporation Inc.
- 5.2 The incumbent will exercise authority within the context of the project budget, funding contracts, Mildura Development Corporation Inc policies and procedures, under direction of the Mildura Development Corporation Chief Executive Officer who will provide guidance and direction as required.
- 5.3 Determine and action decisions on a day-to-day basis and strategic issues under direction from the Chief Executive Officer of the Mildura Development Corporation
- 5.4 Organisational Relationships:
 - Reports to: Chief Executive Officer of the Mildura Development Corporation
 - Internal Liaisons: Project Reference Committee, Mildura Development Corporation staff and other business networks.
 - External Liaisons: Department of Innovation, Industry &

Regional Development, consultants, wine, beverage and olive businesses, Mildura Murray Darling Wine Industry Association Inc, other industry associations, State and Federal Government Departments, education institutes, training providers, employment agencies, Northern Mallee Local Learning & Employment Network and Workforce Victoria.

6. JUDGEMENT AND DECISION MAKING:

- 6.1 Responsible and accountable for the implementation of all projects and duties delegated by the Chief Executive Officer of the Mildura Development Corporation Inc.
- 6.2 Responsible for the achievement of designated milestones and outcomes contained within the funding application and funding agreement with the Department of Innovation, Industry & Regional Development for the Mildura Region Wine, Beverage and Olive Industry Workforce Development Strategy project.
- 6.3 Work within the project budget, report on outcomes and adhere to written and financial reporting requirements within nominated time frame (as required by the funding body, the Project Reference Committee and the Mildura Development Corporation Inc).

7. SPECIALIST SKILLS AND KNOWLEDGE:

- 7.1 Excellent inter-personal skills and an ability to build and maintain positive and productive relationships.
- 7.2 Extensive knowledge and understanding of the wine, beverage and/or olive industries and workforce management, education and training would be an advantage.
- 7.3 Knowledge and/or experience in working with government processes.
- 7.4 Experience working with or on committees would be an advantage.
- 7.5 Experience in project management and implementation.
- 7.6 Administrative and financial management will be provided by Mildura Development Corporation Inc along with access to their computer systems.

8. MANAGEMENT SKILLS:

- 8.1 Problem resolution, coordination and facilitation skills.

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- 8.2 Effective time management including the ability to prioritise tasks and to work within tight time lines.
 - 8.3 Strong organisational and administration skills.
 - 8.4 Ability to coordinate and implement projects.
 - 8.5 Ability to work independently but with guidance and advice available at all times from the Chief Executive Officer of the Mildura Development Corporation.

9. INTERPERSONAL SKILLS:

- 9.1 Strong written and verbal communication skills.

10. QUALIFICATIONS AND EXPERIENCE:

- 10.1 Qualifications and / or experience in project coordination, marketing, economics, social sciences, agronomy or a relevant discipline.
- 10.2 Experience in working with industry and an understanding of industry sectors.
- 10.3 Expertise in research design and implementation, qualitative and quantitative research methods and data analysis.
- 10.4 Current valid drivers licence is required.
- 10.5 Demonstrated knowledge and use of Microsoft applications.

12. SELECTION CRITERIA:

Essential core competencies required:

- 12.1 Qualifications and/or experience in project coordination, marketing, economics, social sciences, agronomy or a relevant discipline.
- 12.2 Expertise in research, design and implementation of qualitative and quantitative research methods and data analysis.
- 12.3 Demonstrated experience working with industry and an understanding of industry sectors.
- 12.4 Proven knowledge and/or experience in working with government processes.
- 12.5 Strong inter-personal skills and a proven ability to build and maintain positive and productive relationships.
- 12.6 Excellent written and oral communication skills.

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- 12.7 Proven administration and organisation skills including the ability to monitor and maintain budgets.
 - 12.8 Excellent project coordination skills.
 - 12.9 Ability to work flexible hours as required.
 - 12.10 Current valid drivers license essential along with vehicle access.
 - 12.11 Demonstrated knowledge and use of Microsoft Office applications.