

FACT SHEET

RECRUITMENT OF REGIONAL EMPLOYMENT AND PARTNERSHIPS COORDINATORS

This Fact Sheet supports the advertisement (Job Description) for the recruitment of Regional Employment and Partnerships Coordinators.

ABOUT THE ANGUS KNIGHT GROUP

The Angus Knight Group (the Group) has operated in the 'Human Services' industry for over 28 years offering education, training, community development, and employment services across metropolitan, regional and remote Australia.

The Group has a range of businesses under its portfolio that deliver integrated servicing across:

- Australian Government employment and community development services – focus on job seekers on a Government income support payment, including Indigenous Australians, people with disability, youth, mature aged, parents, and re-trenched workers.
- training on-line and face-to-face, including pre-vocational training, industry specific training, and certificate level courses.
- on-line health services to support the wellbeing of our job seekers.

The Government funded employment and community development services include:

- jobactive
- Disability Employment Services
- National Disability Insurance Scheme
- Community Development Program across remote Australia
- Vocational Employment and Training Centres
- Time to Work Employment Services

PURPOSE AND ROLE OF REGIONAL EMPLOYMENT AND PARTNERSHIPS COORDINATORS

The Group currently has 14 Regional Employment and Partnerships Coordinators operating in Employment Regions in NSW, Qld, and Victoria. Refer to <https://jobfind.com.au/regional-coordinators/> for details in relation to the current Coordinators.

The Group is seeking to recruit additional Regional Employment and Partnerships Coordinators in the following Employment Regions across Victoria, Queensland, Western Australia, New South Wales, South Australia, Tasmania, and the Northern Territory.

A link to Australian Government Department of Education, Skills and Employment (DESE) website providing maps of each Employment Region is provided below under Employment Regions and Labour Market Information.

Hunter NSW	Ballarat VIC
Mid North Coast NSW	Barwon VIC
New England and North West NSW	Goulburn/Murray VIC
North Coast NSW	North Eastern Melbourne VIC
Sydney East Metro NSW	South Coast of Victoria VIC
Darling Downs QLD	Western Melbourne VIC
Fitzroy QLD	Adelaide North SA
Mackay QLD	Adelaide South SA
Townsville (includes Mt Isa) QLD	Geraldton WA
Wide Bay and Sunshine Coast QLD	Great Southern Wheatbelt WA
Wivenhoe QLD	Perth North WA
Hobart and Southern Tasmania TAS	Perth South WA
Darwin NT	Perth South West WA

Applicants may apply to cover more than one Employment Region, for example: Perth South and Perth North Employment Regions.

Under the Australian Government's New Employment Services Model, which will replace its current jobactive service from July 2022, the Group will be seeking to expand its employment service delivery footprint.

It is expected that the Request for Proposal for the New Employment Services Model will be released in the third quarter of 2021.

To prepare for and support the expansion of the Group's footprint, Regional Employment and Partnerships Coordinators will identify opportunities and any service delivery gaps (e.g. training, up-skilling, recruitment needs) in their appointed Region. They will also identify key partners, such as employers, training providers, and community organisations in the Regions.



Regional Coordinators will need to develop a Regional Capture Plan. They will also develop strong partnerships with key stakeholders in the Region and enter into partnerships and/or MOUs with them.

The Regional Capture Plan will be the architecture for the Group, through its integrated service delivery, to support the economic recovery of the Region now and beyond.

Regional Coordinators will work together to develop local solutions that meet the needs of each Region. Regional Coordinators may also be required to support the Group's Tender Team in responding to the Government's Request for Proposal for the New Employment Service, and any other Government funding opportunities to support Australia's economic recovery from COVID-19.

EXPERIENCE TO UNDERTAKE THE ROLE

The Group is looking for applicants with experience in leadership, and partnership roles, from the private, not-for-profit, or the government sector who have experience in, or can quickly learn about, the Government's employment services.

Importantly applicants will need to demonstrate their capability to work independently within the Region, including relevant skills and experience, enthusiasm, and to play a part in that economic recovery of the Region through the coming together of the right organisations at the right time.

REPORTING

Regional Employment and Partnerships Coordinators will report to the Angus Knight Group's Tender Team Leader and/or delegate.

ENGAGEMENT OF REGIONAL EMPLOYMENT AND PARTNERSHIPS COORDINATORS

Successful applicants for the role of Regional Coordinator will be required to have an ABN and enter into a contract of work with the Group.

Initially is expected that this role will be for approximately two days per week (16 hours per week). Noting that the 16 hours per week do not have to be worked across two days.

The period of the contract is expected to be for a period of 10 months with the possibility of extension. Initially this will be from February to November 2021. Some contracts may commence later, such as March 2021 and run for shorter period of time. Note: Contracts may be cancelled based on performance or change in the Group's circumstances at any time.



Successful applicants will have the opportunity to work from one of the Group's business offices where available and/or work from home.

Successful applicants will need to also be proficient in Microsoft products, including MS Teams, and will be attending Coordinator Team meetings on a fortnightly basis, or more often as needed. These meetings will be held via Zoom or MS Teams.

REMUNERATION

Remuneration for this Role will be \$1,000 per week, plus reasonable travel costs, and incentives based on the level of engagement and partnerships developed within the Region.