



**Application Pack**

Digital Project Officer

[www.worklinkwa.com.au](http://www.worklinkwa.com.au)

## POSITION DESCRIPTION

### PART A

<b>Vision, Mission and Values</b>	Commitment to vision, mission, values and accountability linked to the organisation and its contracts, guidelines and operational plans.
<b>Position</b>	<b>Digital Project Officer</b>
<b>Reports To</b>	Regional Manager, Great Southern - Esperance
<b>Location</b>	Albany (including some regional travel, as negotiated)
<b>The Role</b>	This position is responsible for the project management and delivery of the "Be Connected Network Partner Capacity Building Project" funded by the Good things Foundation. <a href="https://www.beconnectednetwork.org.au/training-resources">https://www.beconnectednetwork.org.au/training-resources</a>
<b>Tasks and Responsibilities</b>	<p><b>Program Delivery</b></p> <ul style="list-style-type: none"> <li>Deliver face-to-face Digital Mentor training and ongoing support to at least 50 Digital Mentors within the Albany, Mt Barker and Denmark Communities.</li> <li>Use the Good Things Foundations recourses to support the growth of Digital Mentors through the 2019/20 year</li> <li>Develop, implement and deliver "Be Connected" education programs.</li> <li>Coordinate the development, implementation and review of 'Be Connected Program'.</li> </ul> <p><b>Project Management</b></p> <ul style="list-style-type: none"> <li>Ensure that project and grant outcomes are met effectively.</li> <li>Deliver face-to-face Digital Mentor training and ongoing support.</li> <li>Ensure the acquittal of grant and that all aspects of the grants have been completed and signed off.</li> <li>Meet regularly with the Regional Manager to report progress of the project.</li> </ul> <p><b>Administration</b></p> <ul style="list-style-type: none"> <li>Contribute to meetings and planning.</li> <li>Ensure electronic and hard copy data collection and recording.</li> <li>Other administration duties as required</li> </ul>
<b>Skills and Qualifications</b>	<ul style="list-style-type: none"> <li>Experience in delivering training to small groups</li> <li>Highly developed time management and organisation skills</li> <li>Well-developed computer skills with sound understanding of general technology trends and applications.</li> <li>Ability to engage and work with community groups</li> <li>Ability to plan and manage small projects to meet contract requirements</li> <li>Sound administration and data entry skills.</li> <li>Sound knowledge of Microsoft Office (PowerPoint, Word, Outlook, Excel, Internet).</li> <li>Well-developed communication and interpersonal skills for the effective delivery of training to a wide range target audiences.</li> <li>Working with Children Check.</li> <li>National Police Clearance.</li> <li>C Class Driver's License</li> </ul>

**EMPLOYMENT CONDITIONS & AGREEMENT**  
PART B

<b>Name:</b>	<b>Contract Start Date:</b> TBC
	<b>Contract End Date:</b> 30 December 2019

<b>Award</b>	Labour Market Assistance Industry Award 2010
<b>Classification</b>	Training & Placement Officer, Grade 2, PP5
<b>Salary</b>	\$60,000 per annum (pro rata) FTE
<b>Superannuation</b>	9.5% employer superannuation
<b>Hours</b>	15 hours per week FTE
<b>Period of Employment</b>	To 30 December 2019
<b>Benefits and Conditions</b>	<p>Access to the following may be negotiated:</p> <ul style="list-style-type: none"> <li>• Motor Vehicle</li> <li>• Laptop</li> <li>• Mobile Phone</li> </ul> <p>Salary sacrifice (non FBT), eg superannuation, electronic devices, software etc 17.5% annual leave loading Bonus holiday day (festive season) Negotiated contributions to staff development and study leave.</p>
<b>Period of Employment</b>	Subject to satisfactory performance and contract funding availability.
<b>Conditions</b>	<ul style="list-style-type: none"> <li>• The Terms and Conditions of employment are those applying under and described in the Labour Market Assistance Industry Award 2010.</li> <li>• Adherence to Worklink Policies and Procedures.</li> </ul>

### THE APPLICATION PROCESS

#### PART C

<p><b>How to apply</b></p>	<p>Your application should consist of:</p> <ul style="list-style-type: none"> <li>- cover letter</li> <li>- statement addressing the selection criteria. This can be done either as a separate document or within your cover letter – either option is appropriate</li> <li>- your current Curriculum Vitae (CV)</li> <li>- details of two current referees</li> <li>- evidence of relevant qualification and/or enrolment information for relevant qualification, if relevant.</li> </ul> <p>Your application can be delivered, mailed or emailed. Please address as follows:</p> <p>Confidential:    Vacancy – Digital Project Officer</p> <p>Mail/deliver to: Unit 3/15 Peels Place, Albany WA 6330          Email to:        <a href="mailto:business@worklinkwa.com.au">business@worklinkwa.com.au</a></p>
<p><b>Selection Criteria</b></p>	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• Experience in delivering training to small groups</li> <li>• Highly developed time management and organisation skills</li> <li>• Well-developed computer skills with sound understanding of general technology trends and applications.</li> <li>• Ability to engage and work with community groups</li> <li>• Ability to plan and manage small projects to meet contract requirements</li> <li>• Sound administration and data entry skills.</li> <li>• Sound knowledge of Microsoft Office (PowerPoint, Word, Outlook, Excel, Internet).</li> <li>• Well-developed communication and interpersonal skills for the effective delivery of training to a wide range target audiences.</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• National Police Clearance</li> <li>• Working with Children Check</li> <li>• C Class driver’s license.</li> </ul>
<p><b>Notification</b></p>	<p>Those selected for interview will be contacted by telephone.</p> <p>Unsuccessful applicants will be notified by email, at the end of the interview process.</p>

## TIPS ON APPLYING PART D

<p><b>About Worklink</b></p>	<p>Worklink is a community focused, not-for-profit organisation that has been successfully assisting regional Western Australians to 'learn, work, grow' since 1988. We have offices in Albany, Esperance and Kalgoorlie.</p> <p>As a nationally recognised Registered Training Organisation (RTO), we customise training for individuals, groups and businesses with a focus on business, retail and leadership. In addition, we specialise in career guidance and assist people to better prepare for work.</p> <p>We provide FREE* career guidance services to help people identify, plan and then reach their potential in the workforce. Our career consultants support our clients to create effective resumes and job applications that bring out the best in them and prepare them for interview. We work alongside key community organisations and employers across the Great Southern and Goldfields-Esperance to link clients to the many possibilities available across these regions. Our services are available as an individual or as part of group workshops.</p> <p>We also pride ourselves in providing accessible, supported and engaging training solutions for a wide range of audiences in particular for young people, job seekers and people with disabilities.</p> <p>Our training is delivered in a range of non-traditional class-room based settings and our qualified trainers work closely with the individual student groups to engage and support them in their learning, life skills and communication.</p> <p>Our focus is on ensuring our students, trainees and careers' customers are supported while assisting them to reach their individual goals.</p>
<p><b>Addressing the Selection Criteria</b></p>	<ul style="list-style-type: none"> <li>• Outline your relevant skills, knowledge and abilities for each of the criteria.</li> <li>• Keep your statements brief - a max of half a page per criteria is usually sufficient.</li> <li>• Be clear and concise in your statements and provide evidence to support your claims. Use specific examples to show the extent of your competencies.</li> <li>• Your application should be typed but if this is not possible please ensure your writing is clear and easy to read.</li> </ul>
<p><b>Referees</b></p>	<ul style="list-style-type: none"> <li>• Please contact your referees to confirm they are available and willing to provide a referee report before nominating them.</li> <li>• It is preferable that one of your nominated referees is a current or recent manager/supervisor.</li> </ul> <p>Referees may be contacted early in the selection process to assist with short listing, or later to confirm your competencies.</p>

<p><b>Interviews</b></p>	<p><u>To help you prepare:</u></p> <ul style="list-style-type: none"> <li>• Be aware of what the job involves and about Worklink. You may also wish to talk with the contact person to find out more about the position.</li> <li>• Focus on the selection criteria and think of examples and work situations where you have applied the relevant skills and abilities.</li> <li>• Focus on the duties of the position and how you would carry them out. Think of any problems you might encounter and how you would resolve them.</li> <li>• If the position has a supervisory role, think about your additional responsibilities as a supervisor.</li> </ul> <p><u>During the interview:</u></p> <ul style="list-style-type: none"> <li>• The same questions will be asked of each applicant - although questions seeking clarification or expansion may differ.</li> <li>• Do not assume the selection panel know about your suitability for the job - even if you worked with them or have had previous experience in the position.</li> <li>• Take time to answer each question. The selection panel will appreciate a well thought out answer presented clearly and concisely even though you may take a few moments to put your thoughts together. If you need more time, or to come back to a question that is ok.</li> <li>• If you do not understand a question, ask for clarification before replying.</li> <li>• Wherever possible relate your answer to direct experiences you have had.</li> </ul> <p>During the interview, selection panel members will take notes. These notes assist them to more accurately recall the information you provide, and when reviewing all interviewees for their suitability and final recommendation for the position.</p>
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*Albany Worklink Inc is an Equal Opportunity Employer and abides by these standards in relation to recruitment, selection and appointment.*

If further information is required please contact us on 9841 7741 or email [business@worklinkwa.com.au](mailto:business@worklinkwa.com.au)