

Position Description



LIMESTONE COAST

POSITION TITLE	Project Coordinator - Leadership & Workforce Development
PRIMARY LOCATION	Mount Gambier
REPORTS TO	Manager, Projects & Partnerships
HOURS	Full-time (75 hours per fortnight)
TENURE	Contract until 30 June 2028
SALARY	Range - \$78,000 to \$83,600 dependant on experience
SPECIAL CONDITIONS	Some out-of-hours work will be required. Regional travel required. Interstate travel may be required. Current Driver's Licence is essential.

OUR ORGANISATION

Regional Development Australia (RDA) is an Australian Government network of business, government and community leaders who work together to support economic growth in regional Australia. Regional Development Australia Limestone Coast (RDALC) is a well-established regional organisation funded by Local, State and Australian Governments to build partnerships, to develop strategies and deliver sustainable economic growth, infrastructure, and services to the region. RDALC Board Members are local leaders developing local solutions to local issues. The RDALC Team is small, dedicated and high performing, working collaboratively and collectively to deliver on our Strategic Plan.

POSITION SUMMARY

The Project Coordinator –Leadership & Workforce Development will be part of the small team delivering support to businesses, workforce initiatives and leadership development opportunities across the Limestone Coast.

The successful candidate will work closely with local businesses, community organisations and stakeholders to understand workforce capability and regional leadership outcomes. This includes building employer capability to improve recruitment and retention strategies, working towards businesses becoming “Employers of Choice”, and access to government services and programs.

The Coordinator will lead the delivery of the Limestone Coast Leadership Program until June 2028, providing local leadership development opportunities for emerging and established leaders across the region. The success of the program relies on strong partnerships and sponsorship, which the Coordinator will actively develop and maintain through engagement with businesses, community organisations and individuals.

The Coordinator must be confident engaging with businesses, current and emerging leaders, and other stakeholders to understand challenges, identify opportunities and provide information, support and referral pathways where appropriate. The role is responsible for coordinating and delivering workshops, residential programs, seminars and events both in person and online. Importantly, the Coordinator must

maintain accurate records of stakeholder interactions, events and program outcomes to support reporting and evaluation requirements.

The role includes both leading and contributing to reports for the RDALC Board, CEO and funding partners. Additional responsibilities include research and analysis, preparation of correspondence, and development of content for social media and communications.

It is expected that the Coordinator will contribute to other RDALC projects and activities as required, including travel across the Limestone Coast region to deliver events and programs.

PRIMARY ACCOUNTABILITIES AND OUTCOMES	
Accountability	Duties
Key Project and Program Delivery	<ul style="list-style-type: none"> • Deliver agreed project milestones and outcomes. • Document all interactions with businesses and stakeholders. • Arrange and deliver workshops online and in person. • Coordinate project reporting and organisational reporting. • Assist with the development and monitoring of project plans and budgets. • Other duties as required by Manager, Projects & Partnerships.
Communications and Other Programs	<ul style="list-style-type: none"> • Assist with the organisation’s communication and engagement activities. • Contribute content to the RDALC comms team for the electronic newsletter, <i>The Weekly</i>, as well as RDALC’s website, social media, and print media. • Collaborate with RDALC comms team to market, promote workshop events for the leadership project. • Feature grant programs in collaboration with comms team in ‘<i>The Weekly</i>’ newsletter.
Relationship Management	<ul style="list-style-type: none"> • Work collaboratively with the RDALC team and contribute to delivering outcomes across the organisation. • Collaborate directly with leaders, businesses, and community groups to meet their needs. • Collaborate with key stakeholders, including industry bodies, State, Federal and Local Government, and regional business associations, sponsors and partners

CRITERIA (Qualifications, Skills, Knowledge, and Experience Relevant to the Role)	
Essential	<ul style="list-style-type: none"> • High level written and oral communication skills. • Demonstrated experience in delivering projects that involve multiple stakeholders. • Demonstrated ability to work effectively as a member of a small team. • Ability to work independently, using initiative and exercising judgement, seeking advice when appropriate to the level of the position. • Ability to take direction and report to Manager, Projects & Partnerships. • Experienced and committed to documenting interactions, contributing to project and organisational reporting. • Demonstrated commitment to continuous improvement and learning. • Demonstrated experience in the use of programs including Microsoft Outlook, Word, Excel, PowerPoint, OneNote and Canva.

Desirable	<ul style="list-style-type: none"> • Relevant qualifications. • Experience in project management/planning or event management
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PERSONAL QUALITIES	
Quality	Behaviours
Relationship Management	<ul style="list-style-type: none"> • Develops and maintains effective working relationships and networks. • Shares information and knowledge with team. • Effective communication and engagement with stakeholders. • Maintain a professional code of conduct representing RDALC. • Sound conflict resolution skills.
Professional Approach	<ul style="list-style-type: none"> • Promotes a culture of respect and high ethical standards. • Has a positive growth mindset. • Maintains professionalism and confidentiality. • Constructively expresses own views and respects the views of others.
Results Oriented	<ul style="list-style-type: none"> • Takes responsibility for the delivery of quality and timely results. • Understands expectations around quality of work and timeframes. • Uses initiative and acts on opportunities for continuous improvement appropriate to the position.
Service Delivery	<ul style="list-style-type: none"> • Cooperates across work areas to achieve optimal outcomes. • Provides clear, honest, and timely feedback to direct report. • Promotes and ensures a strong focus on customer service, both internal and external.
Strategic Focus	<ul style="list-style-type: none"> • Understands, supports, and contributes to the strategic direction and the Limestone Coast Regional Growth Strategy. • Communicates plans in practical terms to others. • Supports and responds positively to the drive for change and innovation. • Considers the broader political environment and context when decision making.

KEY RELATIONSHIPS	
Direct Reports	NIL
Other	<ul style="list-style-type: none"> • CEO • Manager, Projects & Partnerships and Manager, Corporate Operations • Board Members and staff • Business, industry, and community groups within the region • Limestone Coast Local Government Association • Regional Councils • Relevant Federal and State Government Agencies • Residents of the region • RDA organisations both in South Australia and nationally