

Position Description: GROW Greater Shepparton Program Manager

Overview of GROW Greater Shepparton

The Committee for Greater Shepparton was established to unite the region's business and community leaders to influence public policy and advocate on issues that will make the region a more vibrant place to live. The Committee represents over 100 of the most influential businesses, community organisations and statutory authorities from the region.

The Committee for Greater Shepparton has been contracted by Regional Development Victoria to be the backbone organisation delivering the GROW Greater Shepparton program. GROW GS aims to improve regional procurement outcomes and improve employment outcomes as a result of the associated economic uplift.

GROW GS procurement strategies will target major infrastructure projects and routine spend by local businesses and encourage investment opportunities for small and medium sized businesses. These strategies are designed to stimulate local economic growth and job creation, particularly in target areas of disadvantage.

GROW GS is based on a Collective Impact approach – linking across all sectors, working with organisations, businesses and local people, and advocating for the coordination of related initiatives.

Job Summary

The GROW GS Project Manager will be a highly skilled self-starter with demonstrable experience in facilitation and stakeholder relations. The person will be the key public face for GROW GS, coordinating and delivering internal and external functions including communications, engagement and data management.

Reporting Relationships

The GROW GS Project Manager will work as part of the Committee for Greater Shepparton team and report directly to the C4GS CEO.

Key Responsibilities and KPIs

Under the guidance of the C4GS CEO:

Project Management:

- Manage the process, including the gathering of supporting research data, to develop the GROW GS Project Plan ensuring the support of key stakeholders.
- Develop collaborative partnerships with a complex range of stakeholders, modelling at all times the GROW GS culture based on 'Collective Impact' principles.
- Build GROW GS's identity and link to other approaches and strategies to achieve outcomes in the target communities.
- Develop, implement, review and provide regular reports on the GROW GS Strategic Plan to the C4GS CEO and GROW GS Advisory Committee.
- Establish and maintain robust, transparent structures, systems and processes.
- Manage and liaise with key consultants to support the implementation of GROW GS.
- Meet GROW GS contract deadlines as specified by the Regional Development Victoria.

Strategic Implementation and Engagement:

- Support and inform the GROW GS Advisory Committee and C4GS CEO, facilitating internal and external stakeholder relationships.
- Develop and maintain an 'effective' network with a broad range of local businesses, employment support agencies, social enterprises and all levels of Government and keep them informed and engaged in relevant GROW GS projects and initiatives.
- Develop, implement, evaluate and report on the progress of a stakeholder engagement and communications plan.
- Identify other potential funding sources that can be accessed to support GROW GS and its outcome partners.
- Respond to priorities and opportunities to ensure viable projects are delivered in conjunction with GROW GS partners.
- Collaborate, participate and actively contribute to the State-wide Advisory Group

Employment Brokerage:

- Investigate and where possible facilitate job opportunities related to major projects and large employers in the region, particularly through targeted social procurement.
- Engage and assist local businesses with their development of individual GROW GS 'Compact' plans to maximise social procurement.
- Actively work with relevant local employment support organisations to develop pathways to ensure a pipeline of job opportunities are open and accessible to job seekers in target communities.
- Undertake analysis of ways in which employers require support or intervention to engage with jobseekers from target communities.

Systems, Reporting and Communication:

- Coordinate and oversee the data management, collection, analysis and reporting.
- Manage ongoing and transparent internal and external communication across the stakeholder groups.
- Develop and facilitate GROW Ballarat public relations.
- Develop and manage internal systems.

Other duties may be required by the C4GS CEO in response to the changing environment.

Key Selection Criteria

Essential:

1. Demonstrated experience in the strategic planning, project management and implementation of complex, multi-sectoral projects that embrace an evidence-based approach.
2. Highly skilled facilitator, effective communicator and stakeholder manager who is as comfortable building collaborative partnerships with corporate and government executives, community sector organisations and key target groups.
3. Demonstrated formal and informal communications/negotiation skills, media coordination as well as proven budget and research and evaluation capabilities.
4. Well-developed knowledge of GROW pillars/principles, in particular, Collective Impact.
5. Strong organisational and time management skills.
6. Demonstrated capacity to work effectively in a small team environment and to work independently.
7. Demonstrated high level computer skills including the use of the Microsoft Office suite of applications and Client Relationship Management databases.

8. Qualification (Degree level) in a relevant discipline is desirable and/or extensive experience in a similar environment.
9. Current Australian Driver's License.
10. Working with Children Check.

Contractual Period

The GROW GS Project Manager Position will be initially contracted for three (3) years from appointment. Extension beyond that point will be subject to securing ongoing project funding.

Hours

Attendance: The position can be **full or part-time** up to 38 hours per week - Monday to Friday. Hours will be negotiated with the successful candidate.

Annual leave: Four weeks.

Hours: Typically, 9:00am to 5:00pm with flexibility to allow for participation in meetings and functions that may occur outside scheduled working hours in order to meet the duties of the role.

Probationary Period

3 months

Salary Package

A competitive salary package, commensurate with qualifications and experience, will be negotiated with the successful candidate.

Annual salary reviews will be subject to achievement of KPIs and successful Performance Reviews.