



## Project Officer

### **Organisational Relationships**

- Accountable to the Executive Officer
- Operate as a team member and take direction from the Electrotechnology Project Officer
- Deputise for the Executive Officer as required

### **Position Objectives and Responsibilities**

#### **Overview**

#### **Specific**

This part-time (20 hours per week) position will be responsible for introducing telecommunications qualifications into Northern Territory VETiS over a 6 month period. The project is funded by Innovation and Business Skills Australia (IBSA) and supported through funding from MITAC.

In addition, the Project Officer will work with the Electrotechnology Project officer to undertake some of the day to day responsibilities of that position.

#### **General**

The 2009-2012 Resource Agreement with DEET specifies the following responsibilities:

1. Contribute a Territory perspective to the development, implementation, maintenance and review of training packages
2. Act as a conduit between enterprise/industry and Government on vocational education and training planning, policy and practice
3. Assist to increase awareness and uptake of vocational education and training

These responsibilities are incorporated in the general objectives of Major Industries Training Advisory Council (MITAC).

#### **Responsibilities**

As a member of the MITAC staff team, the Project Officer has general and specific responsibilities in relation to these objectives. Specifically, the Project Officer will:

- Take general responsibility for the IBSA Telecommunications project;
  - Undertake some of the day to day responsibilities of the Electrotechnology Project officer;
  - keep abreast of the industry sector issues, training issues and training packages;
  - monitor training and assessment resources availability;
  - engage with the industry sectors in the NT;
  - organise industry working groups or similar, and meetings as required;
  - liaise with related RTOs, and;
  - attend related meetings, forums etc as MITAC's representative.
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## Project Officer Duty Statement

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### **Other responsibilities of the position**

- Participate in the development and implementation of additional income activities
- Deputise for the Electrotechnology Project Officer.
- Undertake interstate and intrastate travel as required.

### **Generic responsibility**

Every employee while at work:

- shall take reasonable care for the health and safety of persons who are at her/his place of work and who may be affected by her/his acts or omissions at work; and
- shall, as regards any requirements imposed in the interests, safety and welfare of his/her employer or any other person by or under Occupational Health and Safety legislation, co-operate with him/her so far as necessary to enable the duty of care requirement to be complied with.
- is encouraged to develop systems and structures which increase the efficiency and effectiveness of the organisation, whilst meeting the individual needs of the staff as a team.
- is bound by the Code of Ethics.
- has a duty of care and skill and at all times shall act in compliance with the law and in compliance with organisational policies and procedures.

### **Other requirements**

The Project Officer must disclose other paid employment to the Executive Officer. Other employment that is likely to conflict or compromise MITAC's function will not be supported.

### **Key performance measures**

Performance will be renewed monthly.

- Achievement of strategic goals.
  - Achievement of project budgets.
  - Achievement of specific projects as agreed with Executive Officer.
  - Compliance with relevant workplace laws and regulations including, but not limited to, governance, workplace relations, privacy, work health, discrimination and harassment.
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