

POSITION DESCRIPTION PROJECT MANAGER - CREATIVE INDUSTRIES

ORGANISATIONAL CONTEXT

FutureNow – Creative and Leisure Industries Training Council Inc is a leading not-for-profit industry incorporated organisation which provides high level strategic advice and leadership to government, registered training organisations and industry on the workforce development needs of the creative and leisure industries. In addition to this key role, FutureNow promotes education and training to employees and employers, and provides a strategic brokerage role to industry and other stakeholders.

Working across the creative and leisure industries, which incorporate arts and culture, sport and recreation, hospitality, tourism, information, media, telecommunications and printing, FutureNow facilitates the continual improvement of workforce skills to drive productivity and deliver a competitive edge for Western Australian companies now and into the future.

FutureNow is a leading training council in Western Australia and has been operating for over 20 years. Training Councils are funded on a three yearly basis by the State Government.

FutureNow's vision is to be the leader in brokering the provision of best practice education and training solutions for the creative and leisure industries in WA. Our mission is to influence and enhance the future competitiveness and productivity of our industries by ensuring businesses and people have the right skills, in the right place at the right time.

Training Council Core Functions

In providing high level, strategic and forward looking advice to the State Government on training needs and priorities for public funding, FutureNow focuses on:

- Facilitating industry, Government and training organisation collaboration, partnerships and networks;
- Demonstrating the value of our industries to justify current and new funding that is required for training delivery;
- Developing industry workforce development plans and strategies;
- Facilitating industry consultation on government training policies;
- Establishing and varying apprenticeships and traineeships;
- Promoting careers and career pathways in the Creative and Leisure Industries as authentic, realistic and exciting opportunities;
- Contributing to the development and growth of an industry training culture;
- Promoting industry and training organisation best practice;
- Ensuring that industry has a say in the standards set for training and collaborating with national industry skills councils;
- Keeping industry advised of training developments including AQTF changes, training packages and national policy, and facilitating industry input to the development and review of Training Packages and curriculum.
- Monitoring and reviewing the quality of training delivery and assessment.

POSITION CONTEXT

The Project Manager for the Creative Industries reports to and is accountable to the Chief Executive Officer but operates with a high degree of autonomy in developing and managing projects identified in the FutureNow work program and broader business plan, from conceptualisation, design, management, monitoring and reporting through to successful outcomes.

The Project Manager - Creative Industries will work to inform the detail of workforce development plans and other industry reports, projects, stakeholder engagement, strategic and business planning, innovation initiatives and the development of new partnerships and alliances.

The position covers the following Creative Industry sectors (aligned to their Nationally Accredited Training Package portfolios as outlined in the table below):

Arts and Culture	Dance	Information Technology	Telecommunications	Printing
Visual Arts, Craft & Design	Live Performance (Dance)	Information Technology	Telecommunications	Printing & Graphic Arts
		Libraries & Information Services		

The main focus of the organisation and therefore this position is on:

- further establishing and maintaining industry workforce development plans (with a focus on the creative industry sectors as identified above) to guide the Department of Training and Workforce Development in the growth of a skilled workforce;
- identifying and implementing innovative approaches to improve industry skill development;
- promoting vocational education and training within the creative industries;
- promoting vocational education and training within the general community; and
- promoting creative industry careers.

ROLES AND RESPONSIBILITIES

The Project Manager - Creative Industries will be expected to meet key deliverables and performance indicators determined annually.

The responsibilities of the role may shift to meet changing priorities but can be expected to include the following activities as grouped under three broad roles:

Project Management

- Identify, prepare and manage project concepts, briefs, budgets and contracts across the creative industries, including being accountable for management of budgets, contractors and consultants as well as content and process quality assurance, through to successful outcomes.
- Research, analyse and prepare advice, workshops, briefings and submissions for the CEO, Department of Training and Workforce Development, National Skills Councils and other stakeholders as required.
- Establish and maintain a number of stakeholder, sector advisory, project or reference groups.
- Manage digital media, website and database systems and communicate effectively through Microsoft Office programs such as Outlook, Word, Excel and PowerPoint.

Research, Market Intelligence and Workforce Development Planning

- Further design and implement FutureNow's formal Workforce Development Plans for the creative industry sectors.
- Continue environmental scanning and monitoring processes, including the application of specialist surveying techniques and internal knowledge management processes.
- Prepare agendas, papers, reports and correspondence in relation to a range of complex or technical issues particularly around environmental scanning, market intelligence, industry specific advice and business planning.
- Further develop and monitor FutureNow's internal knowledge management processes for co-ordinating market intelligence.
- Build and maintain effective stakeholder relationships, particularly with like-minded research and data collection organisations in training and labour markets.

FutureNow and "Lead Agent" Responsibilities

Work collaboratively with the Board, Chief Executive Officer and other Project Managers, including:

- The provision of guidance and support to business, strategic and operational planning, marketing, administrative and management activities.
- Contribute to cross-FutureNow activities including: overall stakeholder engagement, knowledge management, team building, organisational development, continuous improvement of services and products, quality assurance, FutureNow Board briefings, reporting and accountability requirements.
- Assist clients and stakeholders as thoroughly as possible with enquiries.
- Represent and/or speak on behalf of FutureNow at a variety of work related functions, events, industry advisory boards/committees, conferences, forums, expos and meetings.
- Contribute to FutureNow's position on key industry, WA Department of Training and Workforce Development, State Training Board, State Skills Formation Taskforce, Commonwealth Department of Education, Employment and Workplace Relations, national Industry Skills Councils, NQC and wider VET public policy matters.
- Supervise and coach staff as required.
- Flexibility to attend 'after hours and/or weekend' industry events, tradeshow, expos and intra/interstate meetings or workshops on occasion.
- Ability to assume other responsibilities as directed by the Chief Executive Officer.

FutureNow – Creative and Leisure Industries Training Council

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