

## SELECTION CRITERIA PROJECT MANAGER - CREATIVE INDUSTRIES

### Creative industry knowledge and experience:

- As the position involves a heavy involvement with industry, it is essential to the position that the successful applicant will have a general knowledge of the creative industry sectors, as identified above and the ability to facilitate and act as a catalyst for thought leadership in the field. An understanding of the national Vocational Education and Training system (VET):
- Understanding of national VET system, the collaborative relationships which underpin its functioning, the key stakeholders, including industry, governments, providers and representatives of client groups and its role in shaping Australia's skills development is advantageous.
- Knowledge of the national VET system products (including understanding of training package development) would also be beneficial, as the position is responsible for informing WA stakeholders of any continuous improvement activities being undertaken and assisting the National Skills Councils in coordinating state workshops to update training materials.

### Ability to operate within a complex stakeholder environment:

- The Project Manager for Creative Industries is responsible for building and maintaining strong and effective relationships with all stakeholders, particularly industry, Registered Training Organisations and Government. Therefore the successful applicant must be able to operate effectively within a complex and broad stakeholder environment.
- The capacity to build strong internal and external relationships in order to understand the needs of industry and other stakeholders, harness knowledge, and distil and analyse insights for application of the knowledge is critical to the success of the role.
- Highly developed networking and stakeholder liaison skills including a high level of ability in forging and maintaining effective relationships and communication through the management of the FutureNow website, digital media and online database systems with stakeholders is essential.
- Excellent verbal and written communication skills including the ability to prepare, chair and minute take meetings and make clear and confident group presentations in both formal and informal circumstances are also integral to the role.

### Ability to operate autonomously and as a team:

- The position involves operating both autonomously on individual projects and collaboratively as a team with FutureNow's other Project Managers, who are responsible for the portfolios of: Sport, Recreation, Racing and Entertainment; and Tourism, Hospitality and Events.
- The capacity to work enthusiastically and effectively both independently and as a leader/member of a team to deliver outcomes and solve problems is therefore essential to the role.

### Strong planning and project management skills:

- A demonstrated high level ability to identify and conceptualise projects, as well as being able to design, generate interest in, execute and manage projects through to successful outcomes is fundamental to the role.
- Ability to draft tender briefs and contracts as required, negotiate persuasively, coordinate the engagement of subcontractors, supervise sub-contractors to ensure project deliverables and timetables are met within budget, and prepare reports on project progress as required by both funding bodies and the Training Council Chief Executive Officer.

Highly developed administrative, research and analytical skills:

- A proven ability to research, distil, write and present complex information, statistics and other data in simple and digestible form.
- Extensive experience and knowledge of computer applications across the Microsoft Office Suite, including word processing, spreadsheets, databases, and email along with excellent desktop presentation skills e.g. Outlook, Word, Excel and PowerPoint.

Understanding of labour economics and industrial relations:

- The successful applicant must demonstrate robust understanding of labour economics, occupational analyses, industry environments and employment market characteristics in order to position FutureNow activities within current and emerging economic and social contexts.

Flexibility and Responsiveness to change:

- Flexibility to attend 'after hours and/or weekend' industry events, tradeshows, expos and intra/interstate meetings or workshops on occasion.
- Given the dynamic nature of industry and workplaces and therefore of the training system, the Project Manager needs to be adaptable and responsive to change, able to manage competing and shifting priorities and able to set their own work schedules to deliver outcomes.

## **FutureNow – Creative and Leisure Industries Training Council**

Contact: Michelle Sidebottom

Phone: (08) 9285 8555 / 0419 904 691

Email: [msidebottom@futurenow.org.au](mailto:msidebottom@futurenow.org.au)

Website: [www.futurenow.org.au](http://www.futurenow.org.au)

Address: WA Sports Lotteries House, 100 Stephenson Ave, Mt Claremont WA 6010