

POSITION DESCRIPTION

LAST REVIEWED: December 2021

ROLE TITLE	Workforce Capability Manager
DEPARTMENT	Industry Development and Capability
REPORTS TO	Assistant Director, Industry Development and Capability
EMPLOYMENT STATUS	Permanent Full-time
DIRECT REPORTS	Nil
LIAISES WITH EXTERNALLY	Industry, Government and Associations
ESSENTIAL QUALIFICATIONS AND EXPERIENCE	<ul style="list-style-type: none"> • Strong understanding of workforce planning methodologies and previous experience developing sector-wide workforce plans. • Tertiary qualifications in Business, Education and Training or equivalent. • Driver's licence.
PREFERRED QUALIFICATIONS AND EXPERIENCE	<p>Experience interpreting skills and workforce data, undertaking research and causal analysis, facilitating stakeholder engagement and developing workforce and skilling strategies.</p> <p>Knowledge of the building and construction industry and the vocational education and training (VET) sector.</p>
PURPOSE OF THE POSITION	<p>To lead CSQ's workforce planning approach and deliver workforce planning outputs for key building and construction industry sectors and regions.</p> <p>Responsible for providing strategic advice and operational expertise to the business and industry in the development and delivery of workforce planning processes that identify opportunities to attract, develop and retain a skilled workforce that meets the evolving needs of Queensland's building and construction industry.</p>
KNOWLEDGE	<ul style="list-style-type: none"> • Knowledge of skilling and training pathways and transitions (school – VET – tertiary) • Understanding of the building and construction industry in the context of training and workforce development. • Knowledge of industry workforce profiling and planning concepts and models.
SKILLS	<ul style="list-style-type: none"> • Critical analysis and ability to identify linkages between varying drivers of change for skills in industry, e.g. public policy, technological, legislative, economic, demographics, workforce data trends, skills forecasting, research and stakeholder evidence. • Conceptual thinking and ability to interpret workforce and industry data and information to identify possible skills gaps in the market and interrogate and identify underlying causes. • Collaborative with high levels of emotional and social intelligence. • High level professional presentation and facilitation skills.

	<ul style="list-style-type: none"> • Strong written and interpersonal communication skills. • Process driven with strong attention to detail. • Effective time management and problem-solving skills. • High level of computer literacy – Microsoft Outlook, Word, Excel and PowerPoint, in particular in relation to analysing data and producing meaningful workforce planning reports.
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ORGANISATION COMPETENCIES - CSQ WAY

COMPETENCY	ROLE OUTPUTS REQUIRED
<p>Shapes the Future <i>Sets CSQ up for future success</i></p>	Connects well with others to: successfully operationalise areas of responsibility; and respond to opportunities for innovation and improvement.
<p>Results Driven <i>Focuses on achieving results both in the long and short term.</i></p>	Activates systems, processes and plans in a timely, organised and consistent manner.
<p>Leads Self and Others <i>Manages self and others to support a constructive culture</i></p>	Demonstrates trustworthy leadership, affords autonomy to others, and supports individual and team development. Champions learning, adaptation to the digital world, and is open to new ways of working.
<p>Customer Focus <i>Carries out activities with the customer in mind.</i></p>	Skilfully supports team to respond to customer queries, ensuring a customer service excellence experience.
<p>Relationship Builder <i>Builds sustainable professional relationships.</i></p>	Emotionally intelligent, acknowledges team wins, is clear about successes and failures, and builds on those to support mastery and autonomy.

GOALS FOR THE ROLE

KEY ACCOUNTABILITIES
<p>Collaboration</p> <ul style="list-style-type: none"> • Collaborates effectively and positively with internal and external stakeholders to lead workforce planning outcomes. • Encourages and influences knowledge transfer to staff and industry.
<p>Workforce Planning and Project Management</p> <ul style="list-style-type: none"> • Analyses and understands the supply and demand equation for industry skills needs. • Performs scenario based modelling and gap analysis to identify areas for intervention. • Works closely with industry specific workforces. • In conjunction with the Evidence and Data team, conducts and keeps informed of research into skills requirements and emerging sector specific trends. • In conjunction with the Evidence and Data team, researches, develops, implements and maintains centralised industry responsive workforce planning data capture and analysis. • Successfully plans, communicates and delivers multiple projects. • Develops and implements workforce planning tools and resources.

<p>Reporting</p> <ul style="list-style-type: none"> • Develops and implements Industry Workforce Plans that inform CSQ and industry of current and future workforce requirements, including gaps across specific projects, regions and sectors. • Ensures the necessary skills, capabilities and competencies required for future success are captured in reporting. • Delivers professional and credible workforce planning information and expertise to internal and external stakeholders.
<p>Review</p> <ul style="list-style-type: none"> • Continuously reviews and monitors state-wide Industry workforce profiles to guide localised workforce planning, development and training strategies for each sector group. • Reviews best practice and current methodologies of workforce planning to apply to the Queensland building and construction industry
<p>Systemisation</p> <ul style="list-style-type: none"> • Develops, implements and continuously reviews systems to monitor, advise and report on industry workforce and skills development issues, back to CSQ. • Designs a framework/s that industry stakeholders can adapt to inform workforce planning.
<p>Relationship Management</p> <ul style="list-style-type: none"> • Acts as an advocate for informed workforce planning in industry. • Builds and maintains collaborative working relationships with internal and external stakeholders to successfully advocate for informed workforce planning across the diverse and emerging sectors in industry.
<p>General duties</p> <ul style="list-style-type: none"> • Undertakes other responsibilities/projects, consistent with skills, qualifications and experience, as may be required from time to time.

“A skilled workforce that meets the evolving needs of Queensland’s Building and Construction industry”

I hereby understand the requirements of the position and will fulfil the obligations required of the tasks, responsibilities and needs of the Business.

Employee Name _____ Signature _____ Date _____

Manager Name _____ Signature _____ Date _____

ELT Name _____ Signature _____ Date _____

Instruction for staff
<ol style="list-style-type: none"> 1. Read the Position Description carefully. 2. Keep a copy for you to use at work. 3. This is a living, breathing document and may change with the needs of the Business. Please keep the Manager informed if you have any changes in the position.

Instruction for managers
<ol style="list-style-type: none"> 1. Photocopy the signed copy of the Position Description and give to the Staff Member. 2. Return the original to Human Resources.