

POSITION DESCRIPTION

Position Title:	Jobs Hub Coordinator	Directorate:	Community & Corporate Services
Position Number:	100064	Department:	People and Culture
Employment Status:	Full-Time	Section:	Glenorchy Jobs Hub
Employment Type:	Fixed-Term Contract until 30 th September 2027	Location:	Glenorchy City Council
Classification:	Schedule A, Salary Point 15 to 16		
Reports to:	Manager People & Culture		

PRIMARY PURPOSE:

The **Jobs Hub Coordinator** is responsible for connecting job seekers with employers by providing resources, support, and guidance to both parties. The role focuses on streamlining the process of finding suitable employment for individuals and filling vacancies for businesses.

The positions are accountable for, securing relevant grants, posting job vacancies, providing recruitment assistance, developing and delivering training and development programs, and offering guidance on job searching and onboarding processes to employers, job seekers and the community.

KEY RESPONSIBILITIES:

RESPONSIBILITIES/TASKS	DUTIES
Glenorchy Jobs Hub	<ul style="list-style-type: none"> Contribute to the strategic planning and direction of the Jobs Hub in alignment with Council objectives. Identify service gaps and opportunities for innovation or expansion in employment support services. Monitor emerging trends in employment, recruitment, and training to ensure services remain relevant and effective. Identify and assist in securing relevant funding opportunities to design programs to support the jobs hub Design and deliver resourcing tactics, training programs and resources that enhance job seekers' skills and employability. Support employers in recruiting by managing job postings, screening applications, and assisting with onboarding as needed. Promote employers' brands and values to help attract candidates who align with their organisational culture. Report regularly to the Manager People and Culture on performance outcomes and contribute to data preparation for reporting requirements. Facilitate workshops, forums, and presentations, including attending community events and cultural activities to build relationships that enhance the effectiveness of the Jobs Hub. Participate in Steering Committee meetings, presenting results and progress updates as required.
Leadership	<ul style="list-style-type: none"> Provide strong leadership and guidance to team members, including job coaching and mentoring, to meet team objectives. Manage staff performance, promptly address issues, and implement development plans to support growth and accountability. Assist with developing and managing the team budget in alignment with policies and procedures.

	<ul style="list-style-type: none"> • Ensure that work is delivered on time, within budget, and meets quality and compliance standards. • Prepare necessary reports, applications, and documentation for both internal and external stakeholders.
Organisational Responsibilities	<ul style="list-style-type: none"> • Promote a positive image of the Council while representing the council to internal and external clients • Undertake the activities in accordance with GCC's code of conduct, procedures, and relevant legislation. • Monitor and report on compliance with relevant Acts, Regulations and standards to meet legal and certification requirements and report non-conformances and provide and implement recommendations as required • Take responsibility for own work priorities to ensure accuracy, quality, value, and timeliness of work undertaken • Support a diverse and inclusive workplace that values the safety and wellbeing of children, young people, the community and employees.

This role may require reasonable after-hours activities and overtime when required by business needs.

Employees may be required to undertake additional duties within the limits of their skill, competence, and training, consistent with their classification level, in any area of the Council, as directed.

SPECIALIST DELEGATIONS:

- Nil

LICENSES/ACCREDITATIONS/QUALIFICATIONS – ESSENTIAL:

The successful applicant will possess a current:

- Full driver's licence
- National Police Check
- Current Working with Vulnerable Person's Registration

KEY SELECTION CRITERIA:

- Tertiary qualifications in Business, Human Resources, or a related discipline, with demonstrated experience in managing teams to deliver high-quality services and performance outcomes.
- Strong understanding of the employment services sector, training, and education systems, with a proven ability to deliver quality outcomes.
- Demonstrated ability to implement strategies and manage staff to deliver high-quality, customer-focused programs that achieve performance targets.
- Proven experience in prioritising tasks, managing competing requests, and delivering outcomes within tight timeframes.
- Demonstrated ability to build and maintain effective relationships with internal and external stakeholders, with a community-focused approach and a record of delivering positive business outcomes.

ORGANISATIONAL REPORTING RELATIONSHIPS:

Internal:

- The Job Hubs Coordinator reports to the Manager People & Culture for all operational and management matters.
- The role is a key contributor to the Glenorchy Jobs Hub Team and will liaise with employees of Council.
- The Jobs Hub Coordinator supervises the Jobs Hub Team (Job Coaches and Youth Coach).

External:

- The role will liaise with external stakeholders such as members of the public, ratepayers, residents, visitors and contractors to the City of Glenorchy, as well as training organisations, local businesses, Jobs Tasmania and State Government Agencies.

OUR VALUES:

We respect each other

We respect the skills, knowledge and diversity of our team mates

Everyone is heard and is valued

We care for the well-being and safety of each other

We check in on each other without being prompted

Listening and being listened to matters

We are trusted

I've got your back and you've got mine

We do what we say we will

We are empowered

Have honest and open conversations

We are trusting and trustworthy

We learn from our mistakes and share what we learn

Together we are better

Robust and thoughtful decision making together

Solving important problems together

We reach out to others and across teams for help

We collaborate more and handball less

Share our skills and knowledge

We deliver

We serve and stand up for our community

We knuckle down and focus on what matters

We are courageous and determined to find a way

We seek opportunities to continually improve outcomes and then we act on them

OUR CULTURE:

We foster and model a culture where:

- We **RESPECT** others and their viewpoints as being as important as our own.
- We trust and are **TRUSTED** by each other.
- We know that by working **TOGETHER** we achieve better outcomes.
- We take personal responsibility, and together we **DELIVER** for our community.

This is **OUR WAY** to achieve results through our people and teams to make Glenorchy a better place every day.



AUTHORISATION:

I hereby agree that this position description accurately reflects the work requirements.

Manager Name:			
Manager Signature:			
Director Name:			
Director Signature:			

I have read and agree to abide by the requirements of this position description.

Employee Name:			
Employee Signature:		Date:	