



Local Jobs (LJ) Support Officer Perth South

Role Overview

The LJ Support Officer provides critical support to the Job Coordinator by assisting with key tasks, including maintaining the Local Jobs Plan, analysing labour market data, managing stakeholder relationships, coordinating LJ activities, and preparing reports for the Department. Additionally, this role provides secretariat services to the Taskforce and ensures smooth administrative and operational support.

Key Responsibilities

1. Maintaining and Updating the Local Jobs Plan (LJP)

- Regularly update the Local Jobs Plan.
- Collect, analyse, and report on relevant labour market data.
- Conduct research and synthesise key information.
- Collate and present findings for reporting purposes.

2. Stakeholder Engagement and Relationship Management

- Engage with Employment Service Providers (ESPs) and other key stakeholders in person, via TEAMS and over the phone.
- Conduct site visits and attend meetings to strengthen partnerships.
- Facilitate data and resource sharing.
- Organise and Participate in Fast Track Recruitment networking events.
- Create and deliver presentation materials for stakeholder engagement.
- Schedule and coordinate meetings, including venue hire and catering arrangements.
- Building the Trello Board readership with all levels of Workforce Australia providers.
- Building attendance via TEAMS to the Fast Track Recruitment newly instated TEAMS option for Site Manager attendance.
- Attending the monthly ESP Site Manager meetings to share Local Jobs Perth South initiatives and activities and reporting on this.

3. Job Vacancy Coordination

- Collect and distribute job vacancy listings to ESPs.
- Manage job-related content across LinkedIn, Facebook, and newsletters.

4. Social Media and Communication

- Create, schedule, and post content on LinkedIn and Facebook.



- Engage with online communities to enhance outreach.
- Develop and format newsletters, including content creation and editing.
- Draft content for and update Trello board.

5. Assisting with LJ Activities Development

- Support the planning and execution of LJ activities and initiatives and promote to ESPs, community and other stakeholders through email, phone and in person.
- Update activity records and report on outcomes.
- Document success stories, visit project sites, and capture photos.
- Provide program updates and referral support for ESPs.

6. Monthly Reporting and Data Management

- Compile and draft monthly reports for the Department.
- Maintain and update the monthly activity tracker.
- Maintain Master contact list.
- Format and edit reports to ensure clarity and accuracy.

7. Administrative and Operational Support

- Monitor and respond to emails in a timely manner.
- Download, file, and manage templates and documents.
- Summarise key updates from the National Newsletter.
- Distribute resources to stakeholders for newsletter inclusion.
- Input and track data for reporting and evaluation.
- Participate in weekly support officer social media Teams meetings.

8. Taskforce Secretariat Support

- Schedule and coordinate Taskforce meetings, including venue and catering arrangements.
- Record, store, and distribute meeting minutes.
- Facilitate resource sharing and engagement with Taskforce members.
- Manage administrative tasks such as onboarding and offboarding of members.
- Assist in Taskforce planning, including developing handbooks and resources.

And any other reasonable tasks requested of you.



Key Skills and Attributes

- Experience in stakeholder engagement and relationship management via TEAMS, phone, email and in person.
- Strong organisational and administrative skills.
- Excellent written and verbal communication skills.
- Ability to analyse and interpret data effectively.
- Social media and content creation experience.
- Proficiency in Microsoft Office Suite and digital communication tools such as Trello and CANVA.
- Ability to work independently and manage multiple priorities.
- Must have own vehicle and be willing to travel across Perth South Employment Region.