

# POSITION VACANT

23 November 2018

## Project Officer - Career Development & Training Strategy

- Are you experienced in project management and/or passionate about training and development in the rural sector?
- Do you want to work in a progressive, growth minded Association?
- Sydney CBD Head Office location with regional travel.

### ABOUT US

The Australian Lot Feeders' Association (ALFA) is the peak national body for the cattle feedlot industry in Australia. Regarded as an important industry to Australia, the cattle feedlot industry contributes \$4.4 billion dollars to the Australian economy and employs 2,000 people directly and almost 30,000 indirectly.

ALFA's mission is to lead the industry in a manner that fosters excellence and integrity; improves the feedlot business environment; and ensures its community standing.

### ABOUT THE OPPORTUNITY

ALFA is seeking a full time fixed term Project Officer to support the implementation of the Australian Feedlot Sector Career Development and Training Strategy (FCDT) Project.

The FCDT Project aims to attract, retain and grow a professional and skilled workforce within the Australian feedlot sector through the provision of a clear career development pathway and delivery of associated training, professional development and support networks.

As Project Officer you will report to the Manager – Membership, Communications & Capability and be responsible for:

- Working closely with key internal and external stakeholders to co-ordinate, plan, manage and deliver on FCDT Project objectives.
- Liaising with key stakeholders such as Registered Training Organisations, Meat & Livestock Australia, and key industry groups.
- Negotiating and managing contracts.
- Leading training, workshop and course activities.
- Overseeing development of course content and design, an electronic training material library, feedback reports and pilot programs.

### You will:

- Be highly organised with the ability to multitask (paramount to your success in this role).
- Have excellent communication and organisational skills.
- Be available to travel interstate when required.
- Have relevant experience in either project management and/or training and development.
- Have tertiary qualifications in an Agricultural related degree, project management or other relevant field and/or equivalent level of knowledge and experience in the industry.

We are looking for someone with a genuine passion and empathy for the agricultural sector.

### **APPLYING FOR THE ROLE**

Submit your resume and a brief cover letter (no longer than one page) to [admin@feedlots.com.au](mailto:admin@feedlots.com.au) with the subject heading 'Project Officer – Career development & Training Strategy + Your Name' no later than the close date.

### **CLOSING DATE**

23<sup>rd</sup> December 2018

### **ENQUIRIES**

Australian Lot Feeders' Association

[admin@feedlots.com.au](mailto:admin@feedlots.com.au)

(02) 9290 3700

*The Australian Lot Feeders' Association is an inclusive workplace which promotes diversity.*