

POSITION DESCRIPTION



QUEENSLAND
FARMERS'
FEDERATION

Job title:	Project Manager, Industry Skills and Jobs Advisor Program
Industries:	Agriculture, not-for-profit
Term:	Full-time, fixed term contract (October 2025 to December 2027)
Mode:	Hybrid. Regular office-based work will be required.
Reports to:	General Manager, Policy and Projects
Probation:	3 months
Salary:	\$120,000 per annum plus superannuation (commensurate on experience)
Work rights:	Unrestricted work rights in Australia for the duration of this appointment.

ABOUT QFF

QFF is an influential member-based organisation that represents the interests of peak state and national agriculture industry organisations in Queensland, which in turn collectively represent more than 13,000 primary producers across the state.

At QFF we believe in a sustainable and profitable future for the agriculture sector and help our member organisations to support their individual members achieve this through advocacy, collaboration, leadership and research.

ABOUT THE ROLE

The Industry Skills and Jobs Advisor (ISJA) Program, delivered under the *Good Jobs, Great Training: Queensland Skills Strategy 2024-2028*, positions industry as a key partner informing Queensland's training and workforce priorities. QFF delivers ISJA services for the agriculture and horticulture sectors on behalf of the Department of Trade, Employment and Training (DTET), engaging employers, small business and industry stakeholders to provide evidence-based advice about workforce needs, training quality and VET pathways.

The Project Manager will coordinate and lead all aspects of QFF's ISJA activities, ensuring effective delivery of contracted services, strong sector engagement and high-quality reporting to DTET. This role is responsible for implementing the annual action plan, managing industry consultation and producing insights to inform workforce and training investment decisions for Queensland's agriculture and horticulture industries.

ROLES, RESPONSIBILITIES & TASKS

Program Leadership

- Deliver ISJA services as outlined in the DTET Services Agreement (2025-2027).
- Develop, manage and update the Annual Action Plan and Engagement & Communications Plan.
- Prepare all contractual reports (quarterly, annual, financial and final) in the required DTET formats.

Stakeholder Engagement

- Build trusted relationships with employers, small businesses, RTOs, Jobs and Skills Councils and regional partners.
- Establish and manage the Industry Reference Group (IRG) in line with the Terms of Reference.

- Facilitate collaboration with DTET regional offices, Regional Jobs Committees and Jobs Queensland.

Research and Analysis

- Collect, validate and interpret qualitative and quantitative data on workforce trends, skills gaps and training needs.
- Prepare evidence-based advice to inform investment settings, national VET reform and policy recommendations.

Quality Training and Skills Development

- Provide industry input into Skills Assure Supplier (SAS) applications, complaints management and audit processes.
- Identify and report on quality, innovation and compliance issues in the training market.

National Engagement

- Liaise with national Jobs and Skills Councils to coordinate Queensland's contribution to training product development.
- Participate in national consultations, workforce projects and product review processes.

Communication and Promotion

- Promote VET pathways, programs and success stories within the agriculture and horticulture sectors.
- Deliver a consistent, professional communications approach aligned with QFF and DTET branding and publicity guidelines.

Governance, Financial Management and Reporting

- Maintain accurate project budgets, expenditure tracking, and financial forecasts in accordance with QFF's financial policies and DTET contractual requirements.
- Manage the preparation of financial reports and acquittals for submission to QFF leadership and DTET, ensuring all expenditure aligns with the approved budget and project milestones.
- Work with the GM, Policy and Projects, to monitor financial risks, implement corrective actions, and support audit and compliance processes as required.
- Ensure accurate and timely invoices, reimbursements and financial reconciliations.
- Maintain project documentation, registers, and financial acquittals to DTET standards.
- Report progress, risks and emerging opportunities to QFF leadership and DTET monthly.

ESSENTIAL SKILLS AND ABILITIES

- Demonstrated project management and stakeholder engagement experience, preferably within agriculture, training, or government partnership programs.
- Strong knowledge of Queensland's VET system, funding programs, and workforce development frameworks.
- High-level research and analytical capability, with demonstrated ability to translate industry feedback into policy advice.
- Exceptional written and verbal communication skills for reports, briefings, and strategic correspondence.
- Ability to manage complex relationships across government, industry, and regional communities.
- Proven ability to meet reporting, budget, and compliance requirements within a contractual framework.
- Demonstrated capability in project financial management, including budget preparation, expenditure tracking, financial reporting and contract acquittals in accordance with funding body and organisational requirements.

DESIRABLE

- Tertiary qualifications in business, education, public policy, or a related discipline.
- Experience in workforce planning, labour market analysis or training package development.
- Understanding of Queensland's agriculture, horticulture, and natural resource industries.
- Understanding of advocacy and not-for-profit work.
- Constructively influence others to consider and support QFF policy positions.
- Set realistic but challenging personal performance goals.

Additional Information:

The position requires occasional travel across Queensland, including rural and regional locations. *This role requires an Open Australian/Queensland driver's license (car).*

The Project Manager will be required to complete a Conflict-of-Interest Statutory Declaration and maintain professional conduct in line with QFF's code of conduct and ethics and DTET's governance expectations.

Any other reasonable duties may be assigned that are consistent with the nature of the job and its level of responsibility. This job description is not prescriptive; it merely outlines the key tasks and responsibilities of the position. These key tasks and responsibilities are subject to change. Any significant changes will be made in consultation with the postholder.

PERFORMANCE METRICS

Performance metrics can be negotiated in collaboration with your manager within 3 months of commencement of the position. The following performance metrics are indicative for this role:

- Management of the Project Officer role.
- Effective strategic stakeholder engagement and IRG management.
- High-quality investment insights and evidence-based reporting.
- Contribution to quality training outcomes and SAS processes.
- Leadership in national VET reform and JSC projects.
- Active promotion of VET pathways and departmental programs.