

POSITION DESCRIPTION



QUEENSLAND
FARMERS'
FEDERATION

Job title:	Project Officer, 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:	Project Manager, Industry Skills and Jobs Advisor Program
Probation:	3 months
Salary:	\$105,000 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 Officer supports the delivery of QFF's ISJA activities by assisting with stakeholder engagement, research, communication, and reporting. This role provides operational support to the Project Manager and contributes to the delivery of high-quality, evidence-based advice about workforce and training needs across Queensland's agriculture and horticulture industries.

ROLES, RESPONSIBILITIES & TASKS

Program Support

- Assist the Project Manager with implementation of ISJA activities under the DTET Services Agreement.
- Contribute to the preparation of reports, meeting papers, and project updates.
- Maintain project documentation and ensure accurate record keeping in line with QFF and DTET requirements.

Stakeholder Engagement

- Support stakeholder engagement through meeting coordination, event logistics, and follow-up communication.
- Assist with building and maintaining relationships across government, industry and training partners.

Research and Data Collection

- Assist in collecting and compiling data on workforce trends, training needs and program outcomes.

- Contribute to basic analysis and reporting of findings to support strategic advice.

Communications and Promotion

- Help prepare communication materials, social media posts and digital content promoting VET and agriculture career pathways.
- Assist in event planning, presentations, and promotional activities as required.

Team Collaboration

- Work collaboratively with QFF staff and external stakeholders to ensure timely and quality program delivery.
- Participate actively in team meetings, contributing ideas and supporting shared goals.

ESSENTIAL SKILLS AND ABILITIES

- Demonstrated experience providing administrative or project support in a professional environment.
- Strong organisational skills and attention to detail.
- Good written and verbal communication skills.
- Ability to manage multiple tasks and meet deadlines.
- Proficiency with Microsoft Office, CRM tools, or project management platforms.
- Ability to work effectively in a small, collaborative team environment.

DESIRABLE

- Experience in the agriculture, training, or government sectors.
- Familiarity with the Queensland VET system.
- Research or data analysis experience.
- 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).*

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.

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

PERFORMANCE METRICS

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

- Effective support to the Project Manager in delivering ISJA activities.
- Timely and accurate administrative, research, and communications support.
- Positive feedback from stakeholders and team members.
- Consistent contribution to reporting, engagement, and program visibility.