



QUEENSLAND NORTHERN TERRITORY

IPWEA

INSTITUTE OF PUBLIC WORKS
ENGINEERING AUSTRALASIA



POSITION DETAILS

Position Title:	Industry Skills and Jobs Advisor (ISJA)		
Classification:		Position Status:	Full Time (37.5 hour week)
Services Unit	Queensland Water Directorate	Location:	Eagle Farm, Brisbane
Reports to:	CEO	Number of reports:	0

ABOUT IPWEAQ & qldwater

Our Purpose

As the central advisory and advocacy body within Queensland’s urban water industry, the Queensland Water Directorate (**qldwater**) is a collaborative hub, working with its members to provide safe, secure and sustainable urban water services to Queensland communities.

qldwater is a Business Unit of the Institute of Public Works Engineering Australasia Queensland.

IPWEAQ’s

INFORMS	CONNECTS	REPRESENTS	LEADS
Actively share content and information which informs all relevant stakeholders	Facilitate the bringing together of people and ideas	Elevate the collective views, expertise and professionalism of the sector	Advance the capability, capacity and sustainability of the sector
<ul style="list-style-type: none"> Disseminates information Promotes achievements Deliver key messages 	<ul style="list-style-type: none"> Deliver relevant events Build and maintain networks Provide innovative and contemporary products 	<ul style="list-style-type: none"> Actively collaborate Promote policy Determine collective views towards policy 	<ul style="list-style-type: none"> Identify needs Elevate professionalism Promote sector as preferred career pathway

qldwater

VISION	MISSION
Safe, secure and sustainable urban water services for all Queensland communities	Support members to improve the quality of urban water services to Queensland communities through advisory, advocacy, quality programs and industry leadership
GOALS	
<ul style="list-style-type: none"> Measurable progress towards best practice across Queensland’s urban water industry Improve the profile of the urban water industry Recognition of qldwater as a valued industry leader and critical support agency for the Qld urban water industry Relevant and reliable representation of industry and effective involvement in all commonwealth, state and local government legislation, initiatives and industry changes through effectual relationships with government and industry groups 	



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- Sustain membership of Queensland urban water industry and gain funding from government grants and other relevant contributions and sources to support the development of the industry
- Ensure ongoing sustainability of qldwater through effective business and organisational management

Our Values

- Advocacy for our members
- Integrity and mutual respect
- Honesty, equity and consistency in all aspects of our operations
- Quality of service to our professional communities
- Work constructively together, in the spirit of teamwork
- Sustainable innovation and development
- Maintain the safety and wellbeing of all

GENERAL POSITION INFORMATION

The [Good Jobs, Great Training: Queensland Skills Strategy 2024–2028](#) (skills strategy) is the Queensland Government’s plan to ensure Queensland has the skilled workers it needs to fill jobs now and in the future.

The skills strategy will drive the annual investment in skills of \$1.5 billion and doubles as a roadmap to deliver on the landmark National Skills Agreement (NSA) to work with the Australian Government to deliver up to \$2.54 billion of national reforms over the next five years to improve access to quality training and address critical skills needs.

The skills strategy is a significant action of the [Good people. Good jobs: Queensland Workforce Strategy 2022–2032](#) (QWS), which sets out a 10-year vision for a strong Queensland workforce, with its first three-year action plan focused on building a workforce to support growth, strengthen our communities and keep Queensland at the forefront of new opportunities.

As part of our commitment to collaborating with stakeholders to deliver a high-performing training system, our annual training priorities will be shared with the sector through the Annual Training Priorities Plan.

The Industry Skills and Jobs Advisor (ISJA) program will position industry as a key stakeholder to inform Queensland's funded VET programs and annual priority setting, input into national training product and workforce development and advocate for quality training and skills development.

The ISJA for Queensland’s urban water sector provides a critical advocacy role engaging with employers (including, but not limited to, Water Service Providers, councils, commercial business) and industry stakeholders to provide the department of Trade, Employment and Training (DTET) with high quality, evidence-based industry advice (including data and intelligence) about the industry and labour market landscape including issues and challenges, current and emerging industry direction, skills needs and training solutions, jobs growth and employment opportunities.



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POSITION DESCRIPTION

This is a dedicated project management role to delivery services as specified under the ISJA program Services Agreement 2025-27.

As the ISJA Project Manager, you will:

- lead stakeholder engagement across the urban water sector and the development of strategic partnerships with employers, business and industry stakeholders;
- lead the establishment and management of a range of industry skilling and workforce development projects and initiatives to ensure successful outcomes of government economic and social priorities;
- foster collaborative relationships with the sector to support input into the operational requirements of the Department's training initiatives;
- lead the development and implementation of innovative skills and workforce development strategies in consultation with employers, business and industry stakeholders to provide an effective workforce for Queensland industry;
- provide high level advice to DTET and other key stakeholders relating to industry need and the strategic, complex training and employment initiatives and issues;
- lead and manage related project planning, implementation, budgeting and resourcing, and contribute to collective communication, monitoring and reporting processes to ensure the achievement of required outcomes;
- gather and provide high level analysis of quantitative and qualitative data on skills and labour gaps and workforce trends and provide strategic sector-wide advice based on that analysis; and
- prepare strategic and high-level advice, submissions and reports, on industry skilling and workforce development matters.

SKILLS AND EXPERIENCE

The ISJA Project Manager will be responsible for all levels of project management, coordination and facilitation and will need to be confident working autonomously. As the ISJA Project Manager, you will require:

- strong communication and soft skills used to build relationships, overcome diversity, and influence change, as well as identify and facilitate cooperation amongst stakeholders;
- strong project management skills to identify strategic goals and work autonomously to both develop and implement annual work plans;
- strong understanding of the VET sector including the DTET's investment in VET, programs and initiatives and key state and national stakeholders;
- expertise in the review and development of national training product and the ability to contribute effectively to Jobs and Skills Councils training and workforce projects;



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- expertise in researching and analysing qualitative and quantitative data to support evidence-based advice and inform project delivery; and
- strong written communication skills to communicate a range of information to a variety of audiences in a way that suits them through submissions, reports and other documentation as required.
- Experience and/or knowledge of the urban water sector would be highly desirable.

CORPORATE OBLIGATIONS

The Employee agrees to comply with the following:

- Workplace Health and Safety Policy
- Code of Conduct
- Anti-discrimination legislation, actively promoting its principles in all activities
- Corporate policies and procedures

SPECIFIC CONDITIONS/REQUIREMENTS

- The employee will need to hold and maintain Queensland C class driver's licence.
- Applicants must be willing to travel as required to engage with stakeholders throughout Queensland including rural, regional and remote areas where required.

ACKNOWLEDGEMENT

This position description outlines the responsibility level of the role and the general nature of work to be performed in this role. Your supervisor will facilitate training and provide guidance on the specific requirements of the role. Employees commit to the corporate obligations and specific conditions/requirements of the role as listed above and understand that failure to comply may jeopardise your employment with **qldwater**.