

# INDUSTRY WORKFORCE ADVISOR

This role is responsible for delivering Industry Workforce Advisor (IWA) Services to the Manufacturing Industry in Queensland.

Employment type	Fixed-term contract until 30 December 2026. Full-time with flexible work arrangements
Reports to	Director Advocacy Communication and Engagement
Direct Reports	NIL
Salary	\$140,000.00 pa (depending on experience) plus 12.75% superannuation
Primary location	Brisbane, Queensland (with some travel required)
Contact for further information	Tina Pholi – People and Operations Manager <a href="mailto:Tina.pholi@msq.org.au">Tina.pholi@msq.org.au</a> / 07 3016 1691

## What you will do

Reporting to the Director Advocacy Communication and Engagement, the incumbent will deliver Industry Workforce Advisor (IWA) services including providing tailored assistance to small to medium employers enabling them to address workforce challenges, and developing and managing skills, training and workforce projects. This role requires a hands-on, KPI focused and self-motivated individual with experience in delivering employment, training and other advisory services to small businesses. The key duties and responsibilities of this role include:

- Providing direct support to small and medium businesses to identify workforce challenges and possible solutions or supports that are available.
- Working with individual employers, employer cohorts, small to medium enterprises (SMEs) and other stakeholders to identify the gaps in their workforce/s and develop a documented Workforce Action Plan
- Assisting employers to navigate available grants and incentives and help them to understand the eligibility requirements by supporting and guiding them through the application process.
- Utilising Jobs Queensland resources to support employers, or a cohort of employers, to develop Workforce Action Plans addressing gaps in their workforce.
- Assisting employers to develop strategies to recruit and attract people for their workforce, including from diverse cohorts, and other potential labour supply.
- Working with industry stakeholders to support sector growth and develop a sustainable workforce pipeline.
- Utilising service provider networks and other existing networks, including but not limited to Department Regional Offices, the Industry Skills and Jobs Advisors, and peak bodies to actively seek and provide targeted workforce planning to employers requiring assistance.
- Connecting employers with existing available support from Queensland Government programs, grants, and initiatives and available Australian Government investment relevant to their workforce challenges.

- Meeting all KPI's and deliverables outlined in the funding agreement with the DTET Workforce Advisor Program.
- Other functions as directed.

## Who we are looking for

As a small, but growing organisation, a proactive, hands-on approach to get things done are essential requirements. You will professionally and personally exemplify integrity, excellence, and accountability, and champion the [MSQ values and purpose](#).

We will assess your suitability for this role by looking at what you've done previously - your knowledge, skills and experience, your potential for development, and your personal qualities. For this role, we will consider how well you demonstrate the capabilities critical to the performance of an executive leader, focussing on:

### *Program delivery experience*

- Capability to build and maintain productive and respectful relationships with team members, government, stakeholders and businesses.
- Highly developed interpersonal and communication skills (verbal and written) including the ability to prepare reports, conduct professional presentations, undertake effective consultations, network, and engage directly with business.
- Highly organised, proactive, and a problem solver with the ability to work autonomously and meet deadlines.
- Strong administrative skills, with the ability to efficiently manage multiple and competing projects and priorities.
- Excellent time management skills and ability to multi-task and prioritise work.
- The ability to self-manage project deliverables including funding agreement deadlines and activities.
- Strong analytical skills with the ability to interpret workforce data and make recommendations.
- Strong influencing and negotiation capabilities to assist in the delivery of the program.
- Ability to work with various stakeholders to deliver workshops, roundtables and events (including online).
- The ability to think creatively in achieving short- and long-term deliverables.
- Demonstrated ability to work constructively and collaboratively in a small team environment.
- Proven experience in program delivery commercial management roles, and experience working across Government and the manufacturing industry, VET, and/or education sector is highly desirable.
- Qualifications in relevant fields.
- A full clean driver's license with the ability to travel is a requirement of this role.

## What we do

[Manufacturing Skills Queensland](#) (MSQ) is an independent, not-for-profit industry body established by the Queensland Government. Our primary mandate is to strengthen and grow Queensland's manufacturing sector, creating secure local jobs, and preparing Queenslanders for work in the sector. We identify the key skills required in the manufacturing industry and work in partnership with industry stakeholders, workers, unions, and businesses to deliver quality training programs and key skills required for successful careers in the sector. At MSQ, we believe in the power of skills and training to transform lives and industries. Join us as we strive to equip Queenslanders with the skills required for the manufacturing sector and create secure local jobs in the process.

## Benefits of working for us

Working for MSQ means you will be working for an employer who offers:

- flexible working arrangements
- 12.75% superannuation

## How to apply

Please address your application to Tina Pholi, People and Operations Manager ([tina.pholi@msq.org.au](mailto:tina.pholi@msq.org.au)), submitting the following:

- A tailored cover letter briefly describing how you are suitable for this role.
- Your current resume succinctly detailing your relevant work experience, skills, and qualifications.
- If shortlisted, you will be required to provide contact details of two referees who have recent, direct experience working with you.

### *Additional information*

- A probationary period of three months will apply with regular feedback over that period on your performance, with opportunities to gain additional skills.
- Employees are required to disclose any perceived, potential, or actual conflicts of interest during the course of their employment, including any employment as a lobbyist.