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| **Industry Capacity Manager** |
| This role supports workforce transformation and has the primary purpose of working with the Industry Partnership Lead to drive purpose, capacity, and impact for the long-term sustainability of the NSW Specialist Homelessness Sector. We are seeking a person with strengths in people and project management, and who can take project initiatives from concept to successful implementation.  |
| **Reports To** | Industry Capacity Lead  | **Direct Reports** | 3 |

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| **Key Duties and Responsibilities** |

* Implement a Capacity Building and Engagement Plan using a project-management approach.
* Deliver a state-wide strategy to engage services, as well as the government, business, and community sectors.
* Lead capacity-building projects to meet community needs aligned to the strategic long-term vision of the Industry Partnership.
* Ensure the development of collaborative partnerships with key stakeholder groups and engage relevant stakeholders in making key decisions.
* Prepare reports and other high-level documents.
* Manage a small team to deliver projects for the long-term sustainability of the NSW Homelessness Sector.
* Take reasonable care of your own health and safety and take reasonable care that your acts or omissions do not adversely affect the health and safety of other workers or clients.
* Always ensure appropriate and respectful workplace behaviour and promote a working environment that is free from discrimination, bullying and harassment.
* Undertake any other tasks, duties, or specific projects within your area of skill and expertise, as required by Homelessness NSW.

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| **Selection Criteria** |

**Required experience, skills and personal attributes**

* Demonstrated project management experience with the ability to design, develop and implement multiple project plans and processes.
* Demonstrated experience in undertaking a range of sector capacity-building activities.
* Demonstrated leadership in creating and sustaining networks and building effective partnerships with a range of stakeholders.
* Demonstrated ability to prioritise and meet deadlines, manage budgets and problem solve.
* Excellent communicator, both verbal and written, with the ability to communicate information and ideas in a way that is simple to communicate to the sector and achieves the desired outcomes.
* Ability to build rapport, influence and work collaboratively with stakeholders to identify opportunities and drive change.
* Experience in a leadership position, with a collaborative approach to people management.
* Willingness to work throughout NSW

**Key training, qualifications and licences**

* Qualifications in Project Management, Community Development, Education, Human Services or similar.
* National Police Check.