

## Program Administrator - WorklinkWA

Albany, WA

- Work with an organisation that makes a difference in the community
- Competitive annual salary
- Collaborate with a dedicated and passionate team

### **About us:**

WorklinkWA is a trading arm of ATC Work Smart providing a Jobs and Skills Centre Career Services across the Great Southern and Esperance regions, and is also undertaking the expansion of an NDIS client capacity building employment pathway service in Albany.

ATC Work Smart is a leading provider of workforce development solutions and training services across regional and metropolitan WA with a commitment to a quality service culture and a growth and expansion strategy.

### **The role:**

We have a unique opportunity for an experienced and driven Program Administrator to join our team based in Albany. The Program Administrator is responsible for the planning, development, implementation, and ongoing evaluation of WorklinkWA operational activity and for effectively leading the WorklinkWA team to successfully deliver the desired service program outcomes.

### **Key responsibilities:**

- Provide leadership, guidance, and direction for the WorklinkWA team to ensure efficient, effective, and compliant service delivery.
- Manage and monitor program performance, including KPIs and budget expectations.
- Identify opportunities for new programs that address client's needs, concerns, and objectives.
- Manage and maintain excellent standards of service delivery with a focus on continuous improvement.
- Manage the timely and accurate reporting to management and relevant funding bodies.
- Facilitate communication and collaboration among team members and stakeholders.
- Foster and promote a high-performance team culture

### **About you:**

The successful applicant will have:

- Proven experience in a similar leadership role, having developed and maintained excellent working relationships with internal and external stakeholders.
- Excellent written and verbal communication skills
- Positive approach to continuous improvement.
- Proficient in Microsoft Office Suite, including intermediate Excel.
- Proven ability to work with minimal supervision to achieve business objectives.
- A demonstrated ability to effectively achieve organisational goals and objectives using a team-based approach.

**What we can offer you:**

- A competitive salary based on your skills and experience
- Personal use of mobile phone and Laptop
- A supportive and purpose driven culture
- Flexible hours and work-life balance

**How to apply:**

Please submit your resume and a cover letter addressing the above criteria to [vacancies@atcworksmart.com.au](mailto:vacancies@atcworksmart.com.au)

A position description is also available on request by emailing [vacancies@atcworksmart.com.au](mailto:vacancies@atcworksmart.com.au)

All enquiries and applications will be handled in strict confidence.

ATC Work Smart is an Equal Opportunity Employer and is committed to building a workplace culture that values diversity and inclusion

**Application Deadline:** This position does not have a closing date for applications. We will continually review applications and will cease advertising the position when we have identified the ideal candidate.