

Rural West EOI Package

Please provide a brief outline of your skills, experience and qualifications addressing the selection criteria below. [Include a copy of your CV and submit via this link](#) by **8 AM Monday, 2nd November 2020**. Please contact the office on (08) 9964 7033 or via email to admin@ruralwest.com.au if you do not get a notification of receipt.

Small Business & Rural Financial Counsellor

Rural West is seeking a highly motivated person who would enjoy being part of a state-wide team that encourages enterprises experiencing financial difficulty to find positive profitable ways forward. When significant restructuring is required a strong sense of how to protect existing equity while identifying a future that meets the client's own goals and values is pursued.

Position Description

Role's Primary Objective

Work with a range of small to medium sized enterprises experiencing financial difficulty from Covid-19 or other circumstances, including primary production, fishing and small rural businesses, sporting clubs and other associations. Utilising a range of knowledge and skills; work with clients to calm stressful situations, clarify the current situation, and refocus thinking on future options. This encompasses strategic and practical actions.

Work in a way that encourages clients self-reliance and equips clients to successfully manage change and adjusting through using a combination of your knowledge and skills in conjunction with a successful in-house designed business planning and case management methodology.

Essential Requirements

- Ability to adapt to working with a range of business scenarios and different personalities.
- Be willing to undertake ongoing professional development and be subject to regular performance reviews.
- Hold a current driver's licence, frequent travelling is required.
- Be willing to work afterhours as required.
- Understand professional and organisational role expectations and limitations. Counsellors do not directly provide financial advice, family, emotional or social counselling, but they may provide referrals to appropriate professionals.

Duty Statement

- 1) Assist clients to analyse and understand their current financial and business circumstances and identify appropriate opportunities and strategies to improve their situation using strategic and business management perspectives.
- 2) Provide case management that ensures strategic support that assists the client to achieve self-reliance and become better equipped to manage change.
- 3) Use of counselling/coaching, negotiation, skills to enhance client understanding, action and outcomes.
- 4) Facilitate informed negotiations between clients and financial institutions to enhance client outcomes.
- 5) Provide information on government and other assistance schemes (including industry and community-based programs) as required within Case Management.
- 6) Networking, to both receive and provide appropriate referrals of professionals, organizations and government agencies.
- 7) Contribute as part of a diverse geographically spread team
- 8) Maintain client records and electronic data and provide reports as required by the relevant grant.

Selection Criteria

- 1) Demonstrated ability to understand and analyse an enterprise, resources available and future opportunities. This may require techniques to suit a variety of situations.
- 2) Understanding the importance of working with clients within a case management framework to develop a client's strategic understanding, management and skills.
- 3) High level communication, interpersonal, counselling/coaching, negotiation and networking skills. Ability to effectively communicate in potentially stressful situations.
- 4) Demonstrated ability to self-motivate and to plan, manage and report whilst making a positive contribution as part of a dispersed team.
- 5) Demonstrated understanding of agricultural and business management issues relevant to the region.
- 6) Willingness to learn additional techniques through professional development to enhance own effectiveness
- 7) Demonstrated skills with common software including financial analysis spreadsheets, data entry and email.
- 8) Awareness and understanding of the Occupational Health and Safety (OH&S) issues relating to employment as a Small Business and Rural Financial Counsellor.

Minimum Qualifications

- Diploma in Community Services (Financial Counselling). Applicants who do not have this qualification must be prepared to start within 6 months and complete it within two years of appointment. Applicants who have relevant post-secondary qualifications or work experience may be able to apply for recognition of prior learning.
- Tertiary qualifications in business, commerce, finance and/or counselling highly desirable.
- Current unrestricted driver's licence.

Police Checks

Successful applicants may be required to undergo a police check.

The fitness of applicants to perform the role of a Small Business & Rural Financial Counsellor may depend on the results of a criminal history check performed by the relevant police authority.

Selection Process

Applicants should address each individual selection criteria in writing in their application.

If selected for interview, applicants should provide two referees who are able to comment regarding selection criteria. At interview, applicants may be asked to demonstrate competencies in financial and business analysis, the development of business options and interpersonal skills.

Total Remuneration: \$85,000 - \$92,000 (plus SGC)

The remuneration range for rural financial counsellors is standardised nationally. The total package will include elements such as salary and superannuation.



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