



Program Coordinator (Year 9 Career Taster)

Position Details

Position Number: 30000674

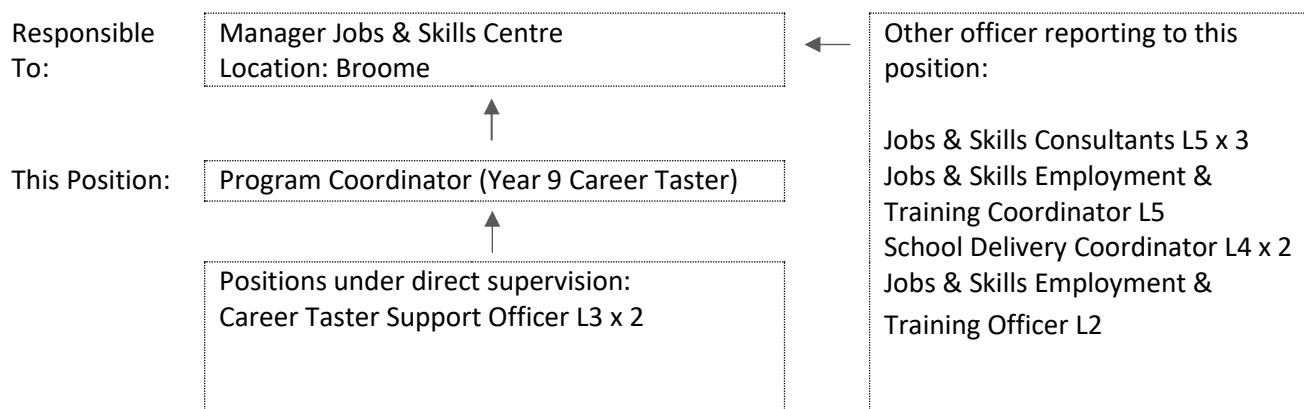
Classification: Level 5

Award/Agreement: Public Sector CSA Agreement 2022

Directorate: Organisational Services

Location: Broome

Reporting Relationships



Our Purpose

North Regional TAFE (NR TAFE) is the leading regional provider of vocational education and training in Northwest Australia. Our purpose is to build the skills and capacity of the workforce for a sustainable economy and enable resilient communities.

All employees at NR TAFE contribute to the vital role of providing vocational education in rural and regional WA, and job training pathways including to the most vulnerable in the community.

Our Values

The minimum standards reflecting in the NR TAFE Code of Conduct, Values and the Public Sector Commission Code of Ethics are required to be demonstrated by all employees in their day to day activities.

NR TAFE is committed to an inclusive, high performance culture that places the needs of the students and the public at the centre of all that we do.





Position Overview

The Career Taster Program Coordinator provides leadership in the development, implementation and coordination of Year 9 taster programs across the Kimberley and Pilbara regions to provide a range of experiences and meaningful encounters with the world of work.

The Year 9 Career Taster Programs (CTP) aim to inspire secondary school students about potential career and further study opportunities and to support them to become 'career-curious'.

The objectives of the program are to:

- Provide students with early access to career information, enabling them to make informed and realistic decisions about future subject selection aligned to career pathways.
- Provide students with experiential and engaging exposure to the world of work and training
- Provide exposure to local and regional future job opportunities and career pathways, including emerging industries and the competencies needed for such jobs.
- Motivate at-risk students to stay engaged with education and training with meaningful options to pursue in senior secondary schooling.
- Showcase viable and diverse career pathways and future job opportunities.

Position Responsibilities

This position will collaborate with internal and external stakeholders to achieve the following:

- Development of the program and planning for implementation, this includes engaging internal stakeholders and relevant industry and community groups.
- Establish and maintain partnerships between NRTAFE, school and industry to develop and coordinate programs and activities to guide students to be "career curious".
- Establish protocols for incursion/excursion and industry based-activities for Year 9 students.
- Consult with external agencies to develop a career events and expo calendar for students and schools
- Develop and actively promote opportunities for online and VR career exploration experiences to assist students to explore themselves and their interests i.e. webinars, industry presentations
- Identify and promote opportunities for students to participate in cultural-based career exploration activities on country
- Develops and maintains the calendar for Year 9 Career Taster Programs, informing schools of the calendar, and managing school bookings and schedules



- Develops and provides NR TAFE and VET information materials for school staff and students.
- Provide regular reports in relation to project milestones and program outcomes and help identify issues that may impact on the success of the program.
- Provide a high level of client support to business and industry partners, establish feedback loops to ensure continuous improvement.
- Development and implementation of regional Career Activity Programs and promotional materials, including marketing and communication strategies and initiatives.
- In conjunction with local Jobs and Skills Centres, coordinate Career Information Sessions.
- Consult with VDSS Coordinators at schools and remote indigenous communities across the Pilbara and Kimberley to help create an understanding between what students do at school, vocational education and possible future careers.
- Engage with the Department of Education and other agencies to monitor and report on student achievements and outcomes.
- Undertake other tasks and projects commensurate with the work level standard as required.

Selection Criteria

Essential Criteria

1. Demonstrated ability to develop strong and productive partnerships with stakeholders to develop and implement initiatives.
2. Proven experience in successfully coordinating, planning, developing and managing projects
3. Highly developed problem-solving skills and the ability to identify issues and recommend appropriate strategies.
4. High level written and interpersonal skills for consulting, networking and building relationships.
5. Demonstrated ability to work autonomously and in a team environment.
6. Current knowledge and commitment to Equal Opportunity and Occupational Safety and Health in all aspects of employment and service delivery.

Appointment Factors

Location: North Regional TAFE Campus

Accommodation: Subject to eligibility and the North Regional TAFE GROH Housing Policy

Allowances: As per Award.

Travel: Travel to and work at other campuses or sites will be required as the need arises.



Special Conditions

National Police History Check:

All new staff being appointed to North Regional TAFE are required to provide a National Police History Check prior to commencing duty. All applications must be directed to the "Screening Unit" at the Department of Education and Training

Working With Children Check (WWC):

All new staff appointed to North Regional TAFE in "child-related work" are required to provide a WWC Check prior to commencing duty. If you receive a Negative Notice or an Interim Negative Notice you will be deemed to have repudiated your contract and your employment will cease.

Current WA 'C' Class Driver's Licence

All new staff being appointed to North Regional TAFE are required to have a current WA 'C' Class Licence as staff will be required to travel between campuses, from time to time. For staff appointed from outside Western Australia, you must apply for a WA driver's licence within three (3) months of becoming a resident of WA.

Prescribed Legislation and Regulation

As an employee of the Western Australian public sector you have specific obligations to the community of Western Australia and your colleagues. In addition to the prescribed industrial agreement, your employment is governed by the following:

Public Sector Management Act (1994) and Regulations
Vocational Education and Training Act (1996)
Public Sector Code of Ethics
North Regional TAFE's Code of Conduct
Equal Opportunity Act (1984)
Work Health & Safety Act (1984)
Internet Terms and Conditions of Use
Employee Software and Compliance Statement
North Regional TAFE policies and procedures

CERTIFICATION

The details contained in this document are an accurate statement of the position's responsibilities and requirements.

Director		Delegated Authority	
Name:	Lee-Anne Springer	Name:	Chantal Adams
Position:	Director Organisational Services	Position:	Executive Director Organisational Capability and Performance
Signature		Signature:	
Date:	17/12/24	Date:	17/12/24