



# Job Description

## Coordinator Career Taster Programs

### Level 5

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<b>Position Number:</b>	20002583	<b>FTE:</b>	1.0
<b>Division</b>	Training Services 2	<b>Agreement/Award:</b>	Government Officers' Salaries, Allowances and Conditions Award 1989, Public Sector CSA Agreement 2024 or as replaced
<b>Branch:</b>	<b>Education Pathways</b>		
<b>Location:</b>	Rockingham		

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#### Reporting Relationships

*Position title and level this position reports to:*  
Manager Education Pathways and ATSU

*Other officers reporting to the above office:*

Education Pathways Consultant  
Coordinator Education Pathways  
Administration Support Education Pathways  
Apprenticeship & Traineeship Industry Consultant  
Apprenticeship & Traineeship Coordinator  
Apprenticeship & Traineeship Administration Support

*This Office – officers under direct responsibility*  
N/A

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#### Key Role Statement

The Coordinator Career Taster Programs is responsible for the planning, coordination, promotion and implementation of activities, which will provide year 9 students with knowledge and understanding of VET training options, career options and VET pathways. This position will also provide advice and assistance to Portfolio staff to design and deliver taster programs.

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#### Key Responsibilities

- Coordinates the planning and development of the Year 9 Career Taster Programs ensuring alignment to the State Government Career Taster program initiative and Department of Training & Workforce Development Resource Agreement.
  - Provides advice and assistance to staff to ensure the provision of an appropriate Year 9 VET Taster program that will assist school students to make informed decisions about their future subject selection and post-secondary options.
  - Develops and maintains the calendar for Year 9 Career Taster Programs, informing schools of the calendar, and managing school bookings and schedules.
  - Develops and maintains the Year 9 Career Taster Programs content on the SM TAFE website and Intranet.
  - Maintains accurate records and provides progress reports to the Manager Education Pathways to meet the requirements of the Resource Agreement.
  - Actively builds relationships with internal and external stakeholders.
  - Acts with the highest standard of honesty and integrity demonstrating behaviour and decision-making in line with the Public Sector Code of Ethics, SM TAFE Values, and the Staff Code of Conduct.
  - Takes all reasonable care for the safety, health and wellbeing of self and others by adhering to all applicable work health and safety legislation, policies, and procedures.
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#### Leadership Context

We believe all our people are leaders irrespective of their role. We consider this as critical to our success and, to support this, we have adopted the Public Sector Commission's - [Leadership Expectations](#) which provides a common understanding of the mindsets and expected behaviours required of all our employees and the public sector.

The leadership context for this role is [Personal Leadership](#).

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**Selection Criteria**

**Essential**

- Well-developed interpersonal skills, including the ability to negotiate and liaise with diverse stakeholders.
- Knowledge of post-secondary qualifications and pathways, and the ability to research the VET field.
- Demonstrated ability to work independently, managing their own time as well as working to deadlines.
- Strong written and verbal communication skills.
- Well-developed planning, analytical and decision-making skills.

**Desirable**

- Demonstrated current experience working in an education environment coordinating, developing or delivering programs to secondary school students.

**Other Requirements**

- A Department of Education Nationally Coordinated Criminal History Check
- A Working with Children clearance is required for this position.
- May be required to work from any College campus

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**CERTIFICATION**

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

Business Unit Manager		Managing Director	
Name:		Name:	
Signature:		Signature:	
Date:		Date:	
Reviewed:	Feb 2022		