

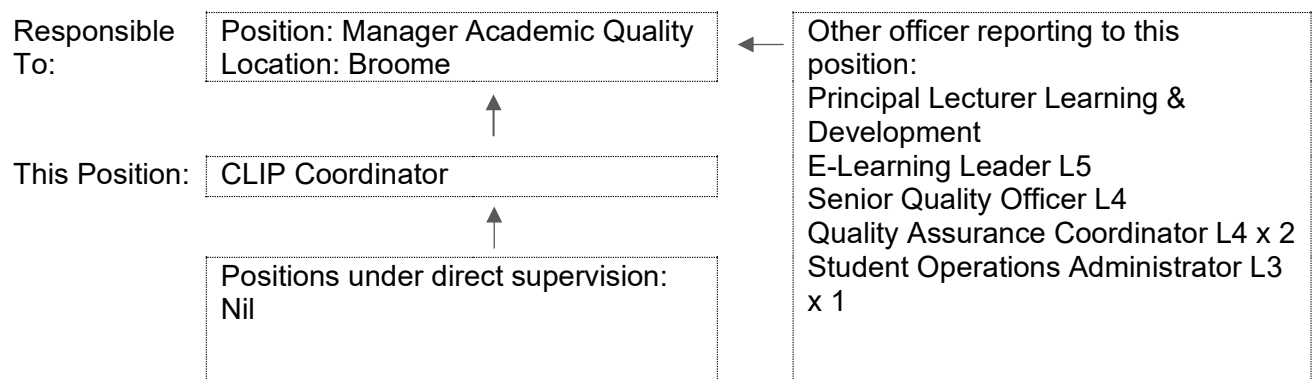


CLIP Coordinator

Position Details

Position Number: 30000912
Classification: Level 5
Award/Agreement: Public Service and Government Officers CSA General Agreement 2024
Directorate: Training Services
Location: Various

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 CLIP Coordinator will be responsible for providing high level administrative coordination of the WA TAFE Lecturer Industry Placement Program across the College within the NR TAFE Academic Quality team.

Works collaboratively with key stakeholders including the Department of Training and Workforce Development (DTWD), Industry Placement Hosts and internal stakeholders to plan and prioritise, coordinate and administer the placement of Lecturing staff within their vocational field of practice to enhance the industry expertise and currency of North Regional TAFE Lecturers.

Position Responsibilities

- Liaises with the Manager Academic Quality, Training Directors and Training Managers to plan and prioritise Lecturer industry placement opportunities.
- Liaises with Industry Placement Hosts and other key stakeholders to coordinate and confirm the logistics of Lecturer industry placement opportunities.
- Liaises with Training Managers, Heads of Programs, Principal Lecturers and Lecturing staff to schedule and coordinate industry placement activities.
- Liaises with staff travel to coordinate travel requirements for CLIP placements
- Manage the activities and resources of the CLIP Placement budget and expenditure
- Contributes to the identification, development and implementation of administrative workflow processes, documents and templates.
- Monitors and reports on initiatives and achievements against professional development and industry placement plans to Department of Training and Workforce Development, the Executive and the wider College.
- Ensures quality, compliance tracking and recordkeeping requirements are met, with data anomalies rectified in a timely and accurate manner.
- Responds to requests for information and data relating to the Lecturer Industry Placement program in a timely manner.
- Demonstrates a commitment to Work Health and Safety laws, Public Sector Standards and Equal Employment Opportunity principles.
- Undertakes tasks and projects as directed.

Selection Criteria

- Proven experience in the coordination of a learning and development program.
- Strong interpersonal skills, including the ability to build and maintain strong collaborative relationships with internal and external stakeholders.
- Demonstrated ability to work effectively, efficiently and flexibly with strict timelines and volume achieving best practice outcomes in professional development.
- Well-developed conceptual and analytical skills, including the ability to research and present information in an appropriate format including experience in drafting policy and procedural documents.

Other Requirements

May be required to work any College Campus

Appointment Factors

Location: North Regional TAFE Campus

Accommodation: Not applicable

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 and Safety Act (2020)
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.

Manager		Delegated Authority	
Name:	John Bate	Name:	Helen Hull
Position:	Manger Academic Quality	Position:	Executive Director Training Services
Signature		Signature:	
Date:		Date:	