

## JOB DESCRIPTION

# Portfolio Manager Automotive, Engineering & the Regions

<b>Level:</b>	Level 7
<b>Position Number:</b>	40000013
<b>Location:</b>	Geraldton
<b>FTE:</b>	1.0
<b>Division:</b>	Training Employment Pathways
<b>Branch:</b>	Automotive Eng & the Regions
<b>Agreement:</b>	Public Sector CSA Agreement 2024 (and subsequent agreement/s)
<b>Award:</b>	Government Officers' Salaries Allowances and Conditions Award 1989

## ABOUT THIS POSITION

Manages the development and delivery of training programs and services in the Automotive, Engineering and the Regions Portfolio. Undertakes business development, identifies new opportunities and builds strong and effective relationships with stakeholders to meet their diverse training needs. Contributes to College strategic and business plans, supports the College's values, and promotes a culture of quality and continuous improvement. Manages human, physical and financial resources relevant to the Portfolio.

## POSITION'S RELATIONSHIPS

### THIS POSITION REPORTS TO:

Director Training Employment Pathways	Kalgoorlie	Level 8
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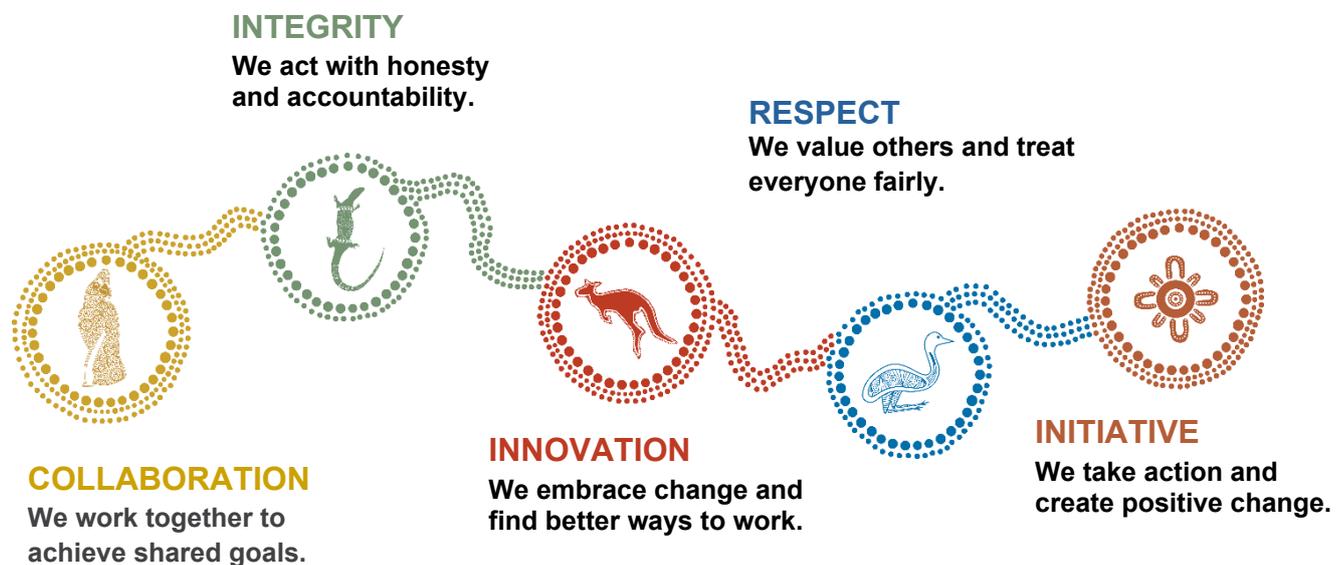
### OTHER POSITIONS REPORTING TO ABOVE POSITION:

Portfolio Manager Construction & Resource Industries	Geraldton	Level 7
Portfolio Manager Industry Services	Kalgoorlie	Level 7
Portfolio Manager Trades & Agriculture	Northam	Level 7
Administrative Assistant	Kalgoorlie	Level 2

### OFFICERS UNDER DIRECT RESPONSIBILITY:

Head of Programs Automotive Eng & the Regions	Geraldton	HOP
Lecturers	Various	Grade 1-9
Automotive Technician	Geraldton	Level 2
Engineering Technician	Geraldton	Level 2
Hospitality & Bar Technician	Geraldton	Level 2
Portfolio Assistant	Northam	Level 2

## OUR VALUES



## KEY ROLE INFORMATION

### KEY RESPONSIBILITIES OF THE POSITION:

#### Management and Business Development

- Manages the development and delivery of Vocational Education and Training (VET) programs within the Portfolio, including publicly funded (profile) and commercial training programs and other training and workforce development services.
- Develops plans for training, including an annual business plan, after extensive consultation with stakeholders including industry.
- Identifies and develops new and innovative training programs, services and partnerships aligned to the College's Strategic and Business plans.
- Collaborates with colleagues across the College to ensure access to, and provision of, programs and services to the maximum number of clients within the regions serviced by the College.
- Identifies appropriate commercial and external funding opportunities, writes submissions, and manages projects gained through external funding.
- Plans for and manages human, financial, and physical resources within the Portfolio.
- Monitors and reviews performance indicators and targets assigned to the Portfolio.
- Provides information and advice on training and workforce development needs relevant to the Portfolio to the Director Training Services, Corporate Executive and Managing Director.
- Acts as a member of the Training Delivery Group and participates fully in training planning and monitoring activities, contributing to organisation wide initiatives relating to training delivery

## Contribution to Quality and Excellence

- Responsible for promoting and supporting a culture of quality delivery and assessment practice and for implementing continuous improvement activities in the Portfolio.
- Collaborates with colleagues across the College; shares resources, expertise, and opportunities to achieve the College's strategic and business goals.
- Works with colleagues, industry, and community partners to build a reputation for training excellence in both the profile and commercial training areas.
- Develops and monitors professional and career development programs and ensures Portfolio staff access College professional development opportunities.

## College Responsibilities

- Models the College's Values, works in accordance with Code of Ethics, Code of Conduct, and principles of Accountable and Ethical Decision Making.
- Contributes as a member of the Leadership Network, supports, and promotes agreed College initiatives and decisions.
- Ensures effective communication within the Portfolio, appropriately sharing information with staff and ensuring opportunities for open communication within the Portfolio.
- Promotes a safe workplace, exercises management responsibility for occupational safety and health practices within the Portfolio.
- Ensures management of the Portfolio is in accordance with College policies; Government directives; relevant Legislation/Frameworks; relevant Standards; and the Standards for Registered Training Organisations (RTOs) 2015.
- Represents the College in relevant forums or committees.
- Carries out other duties as required.

## SELECTION CRITERIA

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The selection process includes assessing applications against the responsibilities, and the role specific requirements of the position, within the context Leading Others and the ability to demonstrate and apply the expected leadership behaviours.

### ESSENTIAL:

- Demonstrated ability to lead a team identifying and delivering a diverse range of training programs, products, and services in accordance with Quality Frameworks.
- Demonstrated ability to build and utilise relationships with stakeholders to inform and improve delivery of programs and services.
- Demonstrated innovation, ability to identify and act on opportunities and to foster this approach in others.
- Demonstrated high level communication skills, including negotiation skills and ability to collaborate with colleagues.
- Demonstrated ability to plan for, monitor and manage financial, human, and physical resources.

### DESIRABLE:

- Relevant qualification in management or education and training.
- Experience in vocational education and training or academic administrative leadership.

## OTHER REQUIREMENTS

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- May be required to work from any College campus.
- Possession of a C or C-A Class Driver's Licence.
- Possession of a current Working with Children Check.
- A successful criminal record screening clearance (Nationally Coordinated Criminal History Check – Department of Education).

## CERTIFICATION

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



Ema Fifita  
A/Managing Director

12 March 2026

## 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 [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: LEADING OTHERS.

Leadership Expectations provide a clear understanding of expected leadership behaviours for all public sector employees in different contexts. The expected behaviours (see below) should be demonstrated in the context of Leading Others for this position.

<b>Lead collectively</b>	You coach those you lead and influence to align their practices and understand how their contributions add value. You consider the impact of the decisions you make on those you lead and those in your business area.
<b>Think through complexity</b>	You are up for the challenge of solving problems without obvious solutions. You apply your knowledge and expertise to understand problems from parallel perspectives, so you identify fit for purpose solutions.
<b>Dynamically sense the environment</b>	You intervene early when issues arise and take decisive action once the most viable solutions are identified. You approach problems systematically, seeking to understand and solve the root cause of problems.
<b>Deliver on high leverage areas</b>	You delegate work appropriately, supporting and coaching your leaders to achieve outstanding results. You drive excellent performance in your teams, setting clear role and performance expectations, and ensuring a shared understanding.
<b>Build capability</b>	You acknowledge the current capability in the various teams, identify gaps and actively work to resolve them. You identify talent, enabling development opportunities and engaging in strategies that support talent retention in the College.
<b>Embody the spirit of public service</b>	You deliver outstanding results while maintaining an ethical and professional reputation for yourself and your agency. You instil a culture of compliance with legislative and corporate requirements, encouraging vigilance from your leaders and teams.
<b>Lead adaptively</b>	You lead adaptively by proactively seeking learning opportunities to extend the knowledge, skills and expertise that support your current and future development needs. You take responsibility and accountability for your own development pathways.

The Government of Western Australia acknowledges the traditional custodians throughout Western Australia and their continuing connection to the land, waters, and community. We pay our respects to all members of the Aboriginal communities and their cultures, and to Elders both past and present.