



Job Description Director TAFE WA NTN Collaboration Hub Level 8

Position Number	TBC
Division	Quality & Development
Branch	Office of ED Quality and Development
Location	Various
FTE	1.0
Agreement/Award	Government Officers Salaries, Allowances and Conditions Award 1989 Public Sector CSA Agreement 2024 or as replaced

Reporting Relationships

[Leading Leaders](#)

Reporting Relationships

Reports to:

Executive Director Quality & Development

Direct Reports: 2

Indirect Reports: Nil

Key Role Statement

The Director TAFEWA NTN Collaboration Hub leads the TAFEWA NTN Collaboration Hub and works with Western Australia's five TAFE colleges to facilitate collaboration and engagement with the National TAFE Network (NTN) to achieve strategic outcomes.

The role coordinates the NTN work within Western Australia, facilitating the exchange of information across jurisdictions including TAFE colleges nationally and through to the NTN. Through the coordination of a TAFEWA NTN Steering Group, the role will ensure all WA TAFE colleges and the regional context are well represented in NTN activities and projects.

Our Values



Respect



Integrity



Student centred



Accountability



Innovation



Professionalism

Our Culture

A Caring Culture is created through the decisions we make, the behaviours we model, and the standards we uphold. We embody the spirit of the public service by acting in the public good, building relationships based on trust, and working in culturally informed ways. At NMTAFE, caring means supporting one another, valuing inclusion, and staying connected to the purpose behind our work.

Our Leadership Expectations

We believe everyone is a leader, whether leading a team, a technical function, or leading themselves. Our people embrace the expected mindsets and behaviours in [Building Leadership Impact](#). We support growth in ways that suit development goals, whether that means excelling in your current role or progressing your career.

Key Responsibilities

- Lead and manage the TAFEWA NTN Collaboration Hub.
- Collaborate at a senior level with the WA TAFE colleges through the establishment and management of the TAFEWA NTN Steering Group to ensure all WA TAFE colleges and the regional context are well represented in NTN activities and projects.
- Operate the TAFEWA NTN Collaboration Hub to foster collaboration and innovation aligned to State and National priorities including through Community of Practices.
- Ensure the TAFEWA NTN Collaboration Hub facilitates the exchange of information across jurisdictions, including TAFE colleges nationally, and to the NTN.
- Manage the curriculum and interface systems to engage with the National Coordination Hub and manage product related initiatives.
- Manage, oversee and report on the WA implementation of projects including budgets and allocations.
- Manage the core funding budget for the TAFEWA NTN Collaboration Hub.
- Liaise with the National Coordination Hub.
- Report on TAFEWA activities and milestones to the Commonwealth and the National NTN Committee.
- Promote the work of the NTN in Western Australia.
- Host events and forums as required.
- Create a safe and inclusive environment by applying Work Health and Safety laws, Public Sector Standards, and Equal Employment Opportunity principles.
- Contribute to a caring culture by modelling NMTAFE's Values, Code of Conduct, and the Public Sector Code of Ethics in all my decisions and interactions.
- Undertakes other duties as directed.

Selection Criteria

The selection process includes assessing applications against the preceding accountabilities and role specific requirements of the position which include the ability to demonstrate and apply the expected behaviours listed below:

Essential

1	Demonstrated ability to provide strategic leadership across complex, cross-jurisdictional environments, effectively aligning Western Australian priorities with national frameworks to deliver outcomes that maximise benefit for multiple TAFE institutions and stakeholders.
2	Proven capability to build, influence, and sustain effective relationships with senior leaders and key stakeholders, including the establishment and leadership of governance groups to ensure inclusive representation, sound decision-making, and alignment with strategic objectives.
3	Demonstrated experience in leading and overseeing complex, multi-stakeholder programs and projects , including planning, coordination, risk management, and reporting, with a proven track record of delivering agreed outcomes within scope, timeframes, and budget.
4	Strong capability in managing public sector funding, including budget planning, monitoring, and reporting, with demonstrated accountability, transparency, and value-for-money in the use of resources.
5	Demonstrated commitment to public sector values, ethical leadership, and professionalism, including the ability to model behaviours that foster a safe, inclusive, and high-performing culture

Other Requirements

- May be required to work from any College campus.

Certification

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

Business Area Director

Name Kate Oliver
Date

Delegated Authority

Name Kath Wallace
Date
