



Regional Campus Manager

Position Details

Position Number: various

Classification: Level 5 FTE: 1.0

Award/Agreement: Government Officers Salaries, Allowance and Conditions Award 1989, Public Service and Government Officers General Agreement 2022 or as replaced

Directorate: Training Services SW

Location: various

Reporting Relationships

Responsible to

Director Training Services SW
Level 8 | Location: Bunbury

This Position:

Regional Campus Manager

Positions under direct supervision:

Lecturers	various
Administrator	L2
Casual Clerical	various
Technician	L2

Other officers reporting to this position:

Training Manager	x 4	L7
Online Product Development Consultant		L6
Regional Campus Manager	x 5	L5
Senior Administration Officer		L3
Casual Clerical		
Principal Lecturer	x 6	
Casual Lecturer		

Our Purpose

Building our community today, for tomorrow

South Regional TAFE’s strategic vision is focused on creating a learning experience to inspire success. To achieve this, we strive to provide responsive, sustainable and innovative training that celebrates the diversity of our community.

Our Values

Collaboration

We will listen, evolve and work together, helping and supporting each other for the collective goals of the college.

Integrity

We are committed to being honest, accountable, with high standards of ethical behaviour.

Inclusion

We work to strengthen a culture of care for our students and staff, by supporting every learning journey, whether for our students, colleagues or industry partners.

Innovation

We create exceptional learning environments by engaging with students, industry and staff and valuing their experience, knowledge and ideas.

Position Overview

The Regional Campus Manager ensures delivery of vocational education and training managed under the regional campus complies with the Standards for Registered Training Organisations (RTOs).

The position manages all aspects of the specified regional campus/es business activities, including industry engagement, business development, employee relations, and campus administration. This position is responsible for managing staff performance, as per college policies and procedure, and for implementing operational responses to meet the objectives of the strategic plan.

The Regional Campus Manager works closely with the broader leadership and management group to ensure the Institute's workforce is flexible, efficient, effective, productive, and responsive to the needs of our current and future stakeholders.

Position Responsibilities

Academic Leadership

- Manages the performance of lecturing staff to ensure that training delivery complies with Standards for RTOs.

Business Development

- Seeks, harnesses, and responds to business development opportunities in new and existing markets.
- Represents the Institute to external industry groups and agencies as required.
- Works closely with local industry groups to identify current and future training and education needs, trends, and opportunities.

Employee Relations

- Provides operational leadership and support in all aspects of employee relations.
- Works closely and cooperatively with the management group to ensure the Institute's workforce is appropriately skilled, flexible, efficient, productive, and responsive to the needs of our local and regional stakeholders.
- Provides leadership in managing performance with the goal of building workforce capability that best supports the Institute's values, ethics, and goals.
- Contributes to the management group's agenda to drive workplace culture reform to best achieve productive, effective, and sustainable relationships with internal and external stakeholders.
- Drives and promotes compliance within legislative, industrial, policy and procedural frameworks.

Administration and Business Management

- Responsible for managing the day to day operations for the campus, which includes overseeing budgets, recruitment, induction, salary, leave, workload and scheduling activities, training & development and resource allocation.
- Responsible for implementing operational responses to meet strategic plan objectives.
- Effectively manages the Institute's human, physical and financial resources, in accordance with standards, policies and procedures, to deliver intended results.

Other Duties

- Perform other duties as required and may be required to work from any College campus

The occupant of this position will be required to comply with and demonstrate a positive commitment to Equity and Diversity, Occupational Safety & Health, Public Sector Standards, and the Staff Code of Conduct.

Selection Criteria

Essential

1. Demonstrated leadership skills including the ability to build, manage and sustain productive relationships with both internal and external stakeholders.
2. Proven organisation, analytical and planning skills, including the ability to manage resources (human, physical, and financial) to achieve agreed outcomes.
3. Ability to achieve business objectives or project outcomes in an environment regulated by legislation or policy.
4. Ability to identify, lead and implement change to achieve efficiency and/or quality improvements.
5. Current knowledge of legislative obligations applicable to Equity and Diversity, Disability Services and Occupational Safety and Health, and how these impact on employment and service delivery

Desirable

1. Demonstrated understanding of Standards for RTOs and its application within the WA training Sector.
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Flexibility Requirements

1. Hours of work and leave will be managed in accordance with the needs of the business.
 2. Staff may be deployed to other areas of the college to meet broader business needs, as and when required.
 3. Staff may be required to assist and support College initiatives and events such as enrolment days and open days.
 4. The College has a reduced activity period during Christmas/New Year which could include a closedown period of up to 12 working days . Arrangements for leave during this period will be negotiated with employees.
 5. Staff may be required to travel to and work from other locations including all SRTAFE Campuses.
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Special Conditions

Nationally Coordinated Criminal History Check (NCCHC):

South Regional TAFE appointees are required to apply for a Nationally Coordinated Criminal History Check prior to commencing duty. Applications will be directed to the "Screening Unit" at the Department of Education and Training.

Working With Children Check (WWC):

Staff appointed to South Regional TAFE in "child-related work" are required to provide a WWC Check prior to commencing duty. If the HR Manager receives a Negative Notice or an Interim Negative Notice you will be deemed to have repudiated your contract and your employment will cease.

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
- South Regional TAFE's Code of Conduct
- Equal Opportunity Act (1984)
- Work Health and Safety Act (2020)
- Staff computer Use Agreement
- South Regional TAFE policies and procedures

Certification

This document provides an accurate statement of the position's responsibilities and requirements.

Signatures

Business Unit Manager	Director
	

