

Job Description Form

The Position

Position Title:	Chief Executive Officer
Department:	Construction Training Fund
Position Number:	CTF00001
Location:	Belmont
Effective Date:	30 August 2024
Award/Agreement:	Executive Contract pursuant to Section 16 of the <i>Building and Construction Industry Training Fund and Levy Collection Act 1990</i>
Qualifications:	A tertiary qualification in a relevant management discipline is preferred.
Other:	The occupant of this position will require a successful criminal record screening clearance (National Police Certificate).

Reporting Relationships

This position reports to the Building and Construction Industry Training Board (the Board).

Positions under Direct Supervision

This position has four subordinates.

- Director Communications and Operations, Level 9, CTF00002
- Director Skills Development, Level 9, CTF00019
- Business Services Manager, Level 8, CTF00038
- Executive and HR Officer, Level 5, CTF00022

About the Construction Training Fund

The Construction Training Fund (CTF) is a statutory authority assisting Western Australia's building and construction industry to meet its demands for skilled workers.

CTF administers a training levy on building and construction work in Western Australia, under the *Building and Construction Industry Training Fund and Levy Collection Act 1990 (the Act)*. The revenue generated from the levy is returned to the industry's employers and workers through a range of grants and subsidies. These grants and subsidies reduce the cost associated with skills training required by a modern and progressive building and construction industry.

The CTF and its Board also carry out the role of the Construction Training Council, which works closely with industry stakeholders and provides advice to the Government and the State Training Board to ensure that training meets the needs of one of Western Australia's biggest and most diverse industries.





The role

Supports the Board in strategic planning and management of the Construction Training Fund (CTF). Provides leadership in direction of operations to achieve an increase in the number of skilled people in the building and construction industry.

Duties of the role

The Chief Executive Officer is responsible for:

- Supporting the Board to plan and set strategic directions.
- Developing agendas and high quality papers for Board meetings; and actioning outcomes from Board meetings.
- Providing strategic leadership in achievement of the CTF's objectives.
- Ensuring effective administration of the CTF and its enabling legislation; including administration of finance, audit and risk and support for the five-yearly Statutory Reviews.
- Ensuring compliance with legislative and policy obligations as a Public Sector Statutory Authority.
- Maintaining the Construction Futures Centre as a contemporary exhibition space for the promotion of careers in the building and construction industry.
- Leading the Construction Industry Council and reporting requirements to the State Training Board and the Department of Training and Workforce Development.

Strategic Leadership

- Drives performance and the Board's vision for training in the building and construction industry to achieve the strategic outcomes determined by the Board.
- Provides strategic leadership in the planning, development, implementation and management of strategies and programs which support achievement of the key objectives of the CTF.
- Provides strategic high level policy advice to the Board.
- Ensures effective communication, cooperation and consultation with industry and Government agencies to maximise stakeholder participation and input into Board planning.
- Ensures the delivery of advisory services that meet the contracted outcomes and key performance indicators established by the State Training Board and Department of Training and Workforce Development.

Organisational Development

- Develops and implements new initiatives and programs arising out of strategic changes determined by the Board.
- Manages the CTF's financial, physical and human resources to achieve outcomes in a way that engenders high levels of professionalism and productivity.
- Ensures effective and efficient delivery of programs and services and compliance with legislative and policy obligations of the CTF as a Public Sector Statutory Authority.

Other duties

- Performs other duties as required.

Requirements of the position (Selection Criteria)

The following core capabilities reflect the leadership competencies and behaviours required to successfully undertake this role. The specific focus of each should be considered with the context of the role and the key responsibilities of the position when addressing the core capabilities.

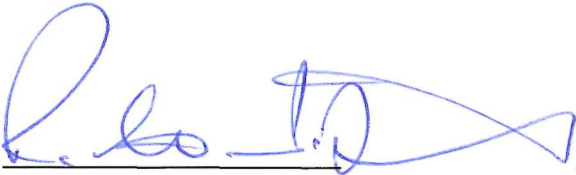
1.	Shapes and manages strategy	<ul style="list-style-type: none"> • Assume a pivotal role in providing strategic leadership and direction in the development and implementation of strategy and programs aligned with CTF objectives in a changing environment to achieve business goals. • Provide forward thinking to strategic direction including the ability to identify long term opportunities and align organisational operations with strategic priorities. • Recognise opportunities to enhance services and policies and capitalise on these through effective change management strategies.
2.	Achieves results	<ul style="list-style-type: none"> • Significant and recent achievement of producing high level quality organisation wide outcomes in an environment of ongoing change and uncertainty. • Proven capacity to build organisational skills and responsiveness and oversee the implementation of multiple change initiatives with a focus on achieving desired outcomes. • Ability to ensure agency/directorate resources including human, financial, physical, technological and information requirements are managed effectively and efficiently.
3.	Builds productive relationships	<ul style="list-style-type: none"> • Establish and maintain a work environment that empowers, motivates and develops the diverse talents of people. • Build and sustain internal and external relationships and ensure an optimum level of appropriately skilled employees. • Initiate, promote, develop and maintain effective working relationships with industry and Government stakeholders.
4.	Exemplifies personal integrity and self-awareness	<ul style="list-style-type: none"> • Exhibits a personal commitment to and promotes high standards of professionalism, integrity and accountability. • Displays a strong commitment to customer service and positive learning



5.	Communicates and influences effectively	<ul style="list-style-type: none">• Communicates clearly and confidently and presents messages in a clear, concise and articulate manner to a diverse range of audiences and groups.• Ability to communicate key objectives operations and directions to key stakeholders and achieve support for planned changes in direction.
6.	Desirable	<ul style="list-style-type: none">• Knowledge and experience of current strategic trends and issues relating to Vocational Education and Training is desirable.• Understanding of corporate management of public sector organisations and in administration of legislation is desirable.

Approval

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the role.

 5.9.24

Board Chair

Approval Date



