



Job Description

Associate Director Clean Energy Workforce Development Level 8

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| Position Number: | 00036700 | FTE: | 1.0 |
| Directorate: | Policy Planning and Innovation | Position Status: | Temporary |
| Branch: | Clean Energy Skills National Centre of Excellence | Location: | Perth CBD |
| Agreement/Award: | <i>Public Service Award 1992</i> <i>Public Sector CSA Agreement 2024 or as replaced</i> | | |

Reporting Relationships

Reports to:

General Manager, Level 9

Other officers reporting to the above office:

Associate Director Stakeholder Engagement, Level 8

Associate Director Clean Energy Programs, Level 8

Stakeholder Engagement Officer, Level 3

This Office – officers under direct responsibility:

Manager Clean Energy Workforce Capability and Development, Level 7

VET Digital Learning and Development Consultant, Level 6

Business Systems Analyst, Level 5

Digital Learning Developer, Level 4

Key Role Statement

The Associate Director, Clean Energy Workforce Development leads a high-performing professional team operating in a fast-paced, collaborative environment, working closely with clean energy and related industries. The position provides collaborative leadership alongside educational designers from partner education and training institutions, subject matter experts, and stakeholders across the current and emerging clean energy landscape. Together, they contribute to the design of future-focused training products, resources, and services that support high-quality training delivery for critical stakeholders. In particular, the role provides national leadership in partnering with TAFEs, registered training organisations, and educational designers to drive innovation in training and workforce development. It champions the co-design, adoption, and national integration of contemporary training products and delivery resources, leveraging digital platforms to enable cloud-based implementation and support the transition to modern, flexible learning environments.

The Associate Director will participate in a community of practice to program design and work with internal and external stakeholders to mobilise the implementation of the Centres objectives under the National Skills Agreement.

This role is critical to creating a strong leadership environment by bringing about positive behaviour change in practice.

Key Responsibilities

- Lead and oversee a multi-disciplinary team in all aspects of workforce development program implementation, including preparing project plans, establishing appropriate governance, identifying, allocating and managing resources, risk and contingency management and meeting reporting requirements, to ensure workforce development program outcomes are achieved on time, on budget and to a high quality.
- Provide strategic leadership for the design, delivery, and continuous improvement of clean energy workforce development and training services, embedding contemporary learning models, technology, and work integrated learning approaches.
- Lead national collaboration with Jobs and Skills Councils to shape future skills pathways, including the co-design of new national qualifications, higher and degree apprenticeships, and hybrid vocational–disciplinary micro-credentials.
- Lead innovation in TAFE-level program design, ensuring training and professional development pathways remain responsive to current and emerging clean energy industries.
- Lead the establishment and maintenance of strategic partnerships across TAFE Centres of Excellence, TAFE colleges, registered training organisations, tertiary education providers, and industry to support applied research, workforce development frameworks, and scalable training solutions.
- Act as the primary liaison on training content, data, and digital enablement, providing oversight of governance, procurement, development, and lifecycle management of training products, systems, and contemporary learning environments.
- Oversee the procurement and development of high-quality training products and delivery content, enabling service providers to deliver industry-aligned, future-focused clean energy training.
- Provides timely and high-quality advice for the Minister, Director General and other members of the Corporate Executive.
- Influences and negotiates with stakeholders to facilitate the achievement of program objectives on behalf of the Centre.
- As a leader contribute to a positive, inclusive and respectful workplace culture.

Expected Leadership Behaviours

- The role occupant is expected to consciously adopt the behaviours and mindsets aligned to the position's **Leading Leaders** context. The following outlines the key leadership behaviours in action pertinent to this position.
 - **Lead collectively** - You coach those you lead and influence to align their practices and understand how their contributions add value. You contribute to achieving the outcomes of your agency and understand the impact on the sector. You focus on aligning goals and purpose across different teams in the agency, seeking opportunities for cross agency collaboration.
 - **Think through complexity** - You apply your knowledge and expertise to understand problems from parallel perspectives so you identify fit for purpose solutions. You support your business area to be solutions focused even when the solutions may not seem obvious to them. You think critically and strategically to solve problems and enhance effectiveness.
 - **Dynamically sense the environment** - You recognise the importance of building professional networks, actively seeking to build relationships that enable your business area to deliver. You actively listen to, understand and recognise the needs of others in your work environment. You read patterns, trends and or connections – both internal and external to your work environment – that impact the work of your business area.
 - **Deliver on high leverage areas** - You drive excellent performance in your teams, setting clear role and performance expectations, and ensuring a shared understanding, You display a positive approach to navigating obstacles and challenges to your goals. You are open minded, explore innovative approaches and strive to develop a culture of continuous improvement.
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