



Transition Consultant

Position Details

Position Number: 50000954

Classification: Level 6

FTE: 0.5 - 1.00

Award/Agreement: Government Officers Salaries, Allowance and Conditions Award 1989, Public Sector CSA Agreement 2024 or as replaced

Directorate: Strategic Partnerships

Location: Collie

Reporting Relationships

Responsible to

Director Strategic Partnerships
Level 8 | Bunbury

This Position:

Transition Consultant

Positions under direct supervision:

Nil

Other officer reporting to this position:

Principal Lecturer	lgapl
Manager Industry Engagement	L7
Manager Jobs & Skills Centre	L7
Manager Training Product Development	L7 x 2
Manager Native Forest Transition	L7
Transition Consultant	L6 x 4
Administration Officer	L2

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 Transition Consultant participates in the identification and implementation of training and other opportunities to meet existing workforce requirements while also supporting the ability of workers impacted by transitions away from their existing industry to gain employment into the future.

The position, through a client-centred, case management approach will work with employers, employees, and training organisations to provide leadership and practical assistance to enable employees to make individual, tailored transitions.

Position Responsibilities

The key responsibilities of the role include, but are not limited to, the following:

- Identifies the training, skills and competencies required to fulfill employment opportunities as identified through individual transition planning, industry engagement and existing workforce data knowledge.
- Designs, coordinates, and facilitates skills assessments of employees to match individuals to training opportunities that support their individual transition.
- Identifies the training and knowledge interventions required through a skills gap analysis and a skills development plan to support employees in an alternate or emerging role.
- Completes a training need analysis, devises appropriate a training strategy and completes training plan.
- Implements collaborative practices that facilitates the involvement of community, businesses, organisations, and agencies in transition planning to enhance the skilling and training experiences.
- Engages and negotiates with relevant TAFE's and RTO's in the training and transition process to provide best outcomes for employees and employers
- Participates on relevant project teams, committees and working parties
- Undertakes and/or co-ordinates research, collation, analysis, and evaluation of any issues and provide recommendations for further consideration or action.
- Contributes to the evaluation and review of project outcomes.
- Prepares and coordinates reports, submissions, briefings, correspondence, and advice.

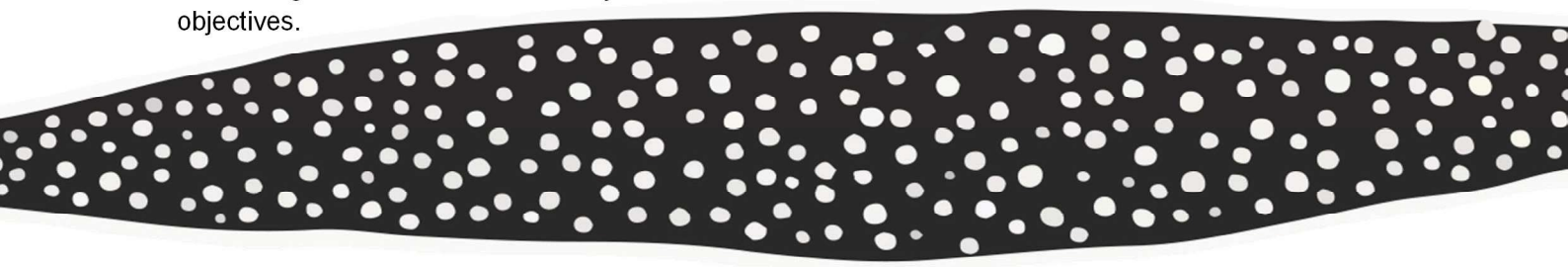
Other Duties

- 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 program and client management experience within a training environment to develop and deliver project outcomes.
 2. Demonstrated understanding of training trends, including contemporary workforce issues around transitioning employment
 3. Highly developed conceptual, analytical, and problem-solving skills with the ability to provide strategic solutions, around training and workforce development.
 4. Highly developed communication and interpersonal skills, including the ability to negotiate and liaise with diverse stakeholders.
 5. Sound negotiation skills and an ability to influence people in the achievement of training and workforce objectives.
- 

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.

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
	 Digitally signed by Katherine Keay Date: 2025.08.21 11:49:02 +08'00'