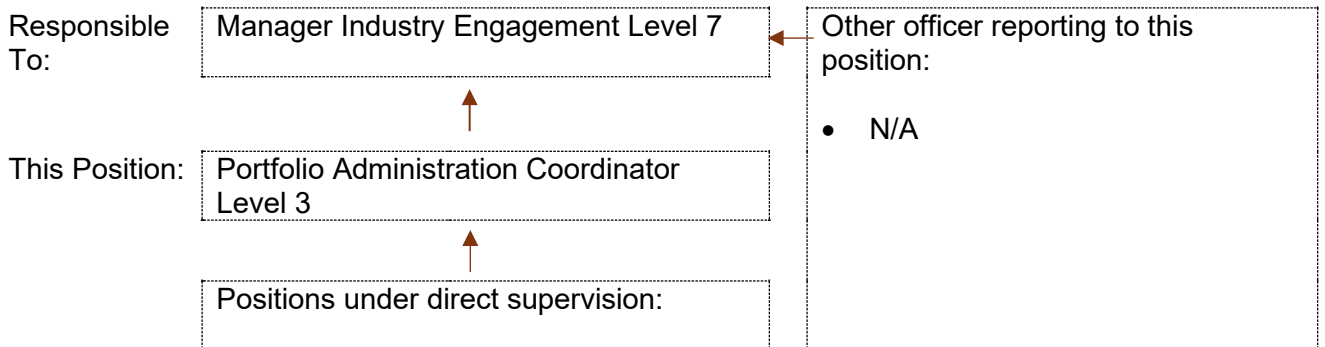


Portfolio Administration Coordinator

Position Details

Position Number: 30000333
Classification: Level 3
Award/Agreement: Public Service CSA Agreement 2024 or as replaced
Directorate: Training Services Trades Energy Logistics Hospitality
Location: Pundulmurra Campus (South Hedland)

Reporting Relationships



Our Purpose

North Regional TAFE (NR TAFE) is the leading regional provider of vocational education and training in Northwest Australia. Our purpose is to build the skills and capacity of the workforce for a sustainable economy and enable resilient communities.

All employees at NR TAFE contribute to the vital role of providing vocational education in rural and regional WA, and job training pathways including to the most vulnerable in the community.

Our Values

The principles and standards of behaviour outlined in the NR TAFE Code of Conduct, Values and the Public Sector Commission Code of Ethics are required to be demonstrated by all employees in their day-to-day activities.

NR TAFE is committed to an inclusive, high-performance culture that places the needs of the students and the public at the centre of all that we do.



Position Overview

This position provides high-level administrative and operational support to the Manager Industry Engagement and training teams to enable the effective delivery of high-quality education and training services.

Working closely with the Manager Industry Engagement, the role supports planning, coordination and compliance activities to help achieve business, service delivery and student experience objectives.

Position Responsibilities

- Coordinate administrative support across the training team to ensure efficient delivery of training services and daily operations.
- Manage and continuously improve administrative systems and processes for scheduling, allocation and sequencing of training delivery.
- Administer compulsory student work placements, ensuring documentation and compliance with organisational and regulatory requirements.
- Provide high-level administrative support to the Manager Industry Engagement, including training products, pathways, planning tools and business development activities such as grants, partnerships and Industry Advisory Groups.
- Monitor and track service delivery commitments to ensure contractual, funding and agreement obligations are met and acquitted.
- Maintain accurate training and student records, including enrolments, delivery plans and assessment strategies, ensuring compliance requirements are met.
- Support budget preparation, operational planning, performance monitoring, reporting and compliance activities.
- Provide purchasing and financial administration support, including procurement processes and reconciliation of corporate card transactions.
- Support workforce administration, including staff timetabling, leave planning and timesheet processing for approval.
- Respond to client enquiries and provide administrative support to Training Services staff, offering accurate advice on training products and customised solutions.
- The occupant of this position will be expected to comply with and demonstrate a positive commitment to Equity and Diversity, Work Health and Safety, Public Sector Standards and College Code of Conduct.

Selection Criteria

Essential

1. Proven experience delivering high-level administrative support, including compliance and financial processing.
2. Strong stakeholder engagement and customer service skills, with the ability to build effective relationships and meet client and organisational objectives.
3. Advanced digital and administrative capability, including accurate data management and use of multiple systems, databases and software tools.
4. Well-developed organisational, communication and problem-solving skills, with the ability to prioritise workloads, prepare reports and contribute to continuous improvement in a dynamic environment.
5. Holds a Current WA 'C' Class Driver's Licence

Other Requirements

Appointment Factors

- Location:** North Regional TAFE Campus
- Accommodation:** Not Applicable
- Allowances:** As per Award.
- Travel:** Travel to and work at other campuses or sites will be required as the need arises.

Special Conditions

National Police History Check:

All new staff being appointed to NR TAFE are required to provide a National Police History Check prior to commencing duty. All applications must be directed to the "Screening Unit" at the Department of Education.

Working With Children Check (WWC):

All new staff appointed to NR TAFE in "child-related work" are required to provide a WWC Check prior to commencing duty. If you receive a Negative Notice or an Interim Negative Notice you will be deemed to have repudiated your contract and your employment will cease.

Current WA 'C' Class Driver's Licence:

All new staff being appointed to NR TAFE are required to have a current WA 'C' Class Licence as staff will be required to travel between campuses, from time to time. For staff appointed from outside Western Australia, you must apply for a WA driver's licence within three (3) months of becoming a resident of WA.


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
- North Regional TAFE's Code of Conduct
- Equal Opportunity Act (1984)
- Work Health and Safety Act (2020)
- Internet Terms and Conditions of Use
- Employee Software and Compliance Statement
- North Regional TAFE policies and procedures

CERTIFICATION

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

Director		Executive Director	
Name:	Allan Gell	Name:	
Signature		Signature	
Date:	20/05/2026	Date:	



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Job Description Form