



Project Manager Digital Content Collie

Position Details

Position Number	50001380	Directorate		Strategic Partnerships			
Classification	Level 6	FTE	1.0	Location	Collie	ANZSCO Code	511112
Agreement	Public Sector CSA Agreement 2024 or as replaced						
Award	Government Officers Salaries, Allowance and Conditions Award 1989						

Reporting Relationships

This position reports to:	Officers reporting to this position:
Director Strategic Partnerships Level 8 Bunbury Campus	Nil Direct Reports

Our Purpose

Training a skilled regional workforce and enriching our communities

South Regional TAFE’s strategic vision is focused on creating learning journeys to inspire success.

We are committed to a student-centred approach while engaging with local communities and employers to remain regionally connected. Our people are empowered for success and we prioritise a culture of safety, integrity, quality and strong governance. We play a crucial role in progressing key social and economic priorities such as Closing the Gap and net zero transformation.

Our Values



Collaboration



Integrity



Inclusion



Innovation

South Regional TAFE recognises Aboriginal and Torres Strait Islander peoples who live, work and participate in education and training within the South West and Great Southern regions of WA. We are committed through our Innovate Reconciliation Action Plan to work towards a unified, inclusive future for Aboriginal and Torres Strait Islander peoples in all aspects of life.

Position Overview

The Project Manager Digital Content Collie works under the direction of the Director Strategic Partnerships. This position will design and develop digital content for the Collie Employment App. This includes the creation, monitoring and moderation of content for the employment App platform. The Project Manager Digital Content Collie will also work alongside the Transition Consultants and Jobs and Skills teams in Collie to support affected transitioning workers and the community and working with new and existing industries to support digital job matching.

Position Responsibilities

- Write and design content for and materials for both internal and external audiences, including digital content for the Collie Job Matching App.
- Under the direction of the Director Strategic Partnership, develop and manage the development of the content of the App, including monitoring and moderating audience engagement with content.
- Assist with daily planning, producing, publishing, monitoring and reporting of digital communication strategies, and activities associated with the employment events calendar.
- Support the JSC team with implementing and promoting a range of projects, campaigns and events, including open days, career expos and industry information sessions.
- Provide high-quality customer service, providing advice on digital content, public relations, communications and marketing processes and services for the Collie region.
- Liaise with college staff, at all levels, external stakeholders and third-party suppliers as required.
- Prepare quotations and invoices, and make payments for content development, promotions, and general business, working within the budget allocated.
- Provide content management, archiving, and administrative support as required.

Work Health and Safety Responsibilities

- Take reasonable care for your own health, safety and wellbeing at work, and that of other who may be affected by your actions or omissions; and
- Comply and cooperate with safety and health policies, procedures and applicable legislated requirements.

Other Duties

- Perform other duties as required in line with the position responsibilities for this role
- 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, Work Health and Safety, Public Sector Standards, and the Staff Code of Conduct.



Selection Criteria

The selection process for this position including assessing applications against the role specific requirements. Applicants should focus on addressing these requirements in their application. The expected leadership behaviours (outlined below) are provided to help applicants understand the standards expected in the role and should be considered when demonstrating how they meet the selection criteria. The process also considers the operational needs of the agency and the availability of suitable applicants.

Role Specific Requirements

- Demonstrated experience in delivering communications activities within a digital framework.
- Demonstrated experience in developing digital content for a specific application
- Demonstrated ability to develop strong and productive partnerships with stakeholders to develop and implement initiatives
- Demonstrated experience using a range of communication techniques to engage with a range of audiences successfully.
- High-level organisational skills with a proven ability to work with minimal supervision, prioritise work, and meet deadlines across multiple projects.
- High-level written, verbal and interpersonal communication skills, including experience in engaging with a range of internal and external stakeholders.

Leadership Context

We believe all our people are leaders irrespective of their role. We consider this as critical to our success and, to support this, we have adopted [Leadership Expectations](#) which provides a common understanding of the mindsets and expected behaviours required of all our employees and the public sector.

The leadership context for this role is [Leading Others](#).

EXPECTED BEHAVIOURS	
Lead collectively	You link the work of your team and your domain of expertise to the agency's objectives and can explain this linkage to others. You coach those you influence so they connect their work with the operations of the agency.
Think through complexity	You are comfortable with multiple levels of data and extract the essential information related to the task. You draw on information from an array of sources, applying your judgement and technical expertise to identify what is relevant and important. You are confident in making decisions, seeking guidance from others as necessary.
Dynamically sense the environment	You continually clarify objectives and provide guidance where necessary. You approach your team, colleagues and work environment with a positive and open mind, acknowledging that your approach may not be the only effective approach. You communicate clearly and concisely to ensure a shared understanding.
Deliver on high leverage areas	You identify and understand the competing priorities of your work area, prioritising essential tasks and making adjustments as appropriate. You assign tasks and delegate appropriately.
Build capability	You proactively encourage your team to seek learning opportunities, empowering and guiding them to create and take ownership of their own development pathways. You lead development and focus on processes and activities in your team and domain of expertise.
Embody the spirit of public service	You embody the spirit of public service by displaying empathy and compassion, integrity and humility. You encourage others to perform beyond expectations and deliver results for your area, acknowledging and rewarding excellent performance.
Lead Adaptively	You take responsibility and accountability for your own development pathway, seeking guidance when necessary to identify appropriate development goals and plans. You proactively participate in learning opportunities, reflect on your learnings and, with appropriate support, actively implement them. You identify and engage with mentors and/or coaches who support your development as a leader. You seek feedback from a range of sources and use it to enhance your personal effectiveness.

Special Conditions

Nationally Coordinated Criminal History Check (NCCHC):

All new staff being appointed to South Regional TAFE are required to provide a Nationally Coordinated Criminal History Check prior to commencing duty. All applications must be directed to the "Screening Unit" at the Department of Education and Training.

Working With Children Check (WWC):

All new staff appointed to South Regional 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.

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

Flexibility Requirements

- Hours of work and leave will be managed in accordance with the needs of the business.
- Staff may be deployed to other areas of the college to meet broader business needs, as and when required.
- This position will be required to assist and support College initiatives and events such as enrolment days and open days.
- The College has a reduced activity period during Christmas/New Year.
- May be required to travel to and work from other locations including all SRTAFE Campuses.

Certification

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

Signatures

Business Unit Manager	Director

