



Job Description Associate Director Programs Level 8

Position Number:	00036445	FTE:	1.0
Directorate:	Service Resource Management	Branch:	Programs
Location:	Osborne Park	Position Status:	Permanent
Agreement/Award:	<i>Public Service Award 1992</i> <i>Public Sector CSA Agreement 2024</i> or as replaced		

Reporting Relationships

Reports to:

Director Infrastructure Programs and Procurement, Level 9

Other officers reporting to the above office:

Associate Director Procurement, Level 8

Associate Director Training Infrastructure, Level 8

Manager Strategic Resources and Risk Analysis, Level 7

This Office – officers under direct responsibility:

Manager Jobs and Skills Resource Unit, Level 7

Program Manager, Level 7

Manager Skills Priority Projects, Level 7

Principal Project Officer, Level 7 x 2

Digital Project Officer, Level 7

Digital Project Coordinator, Level 6

Key Role Statement

This position manages a range of contracted programs and support for the governance and compliance arrangements with TAFE Colleges and private Registered Training Organisations. In particular, the position provides strategic leadership in the development and implementation of frameworks, policies and procedures to maintain the quality, integrity and efficiency of contracted programs for services related to vocational education and training. This position works collaboratively with various stakeholders and is responsible to support the development of program governance frameworks and processes across all providers.

This role is critical to creating a strong leadership environment by driving positive behaviour change and promoting best practice.

Key Responsibilities

- Provides strategic leadership in commissioning of services in the implementation, planning and execution of contracted programs.
 - Provides leadership to meet strategic organisational objectives relating to program management, governance and performance of contracted programs.
 - Provides a high level of governance to effectively deliver on agreed operational priorities on time and on budget.
 - Develops productive relationships and leads engagement with a wide variety of stakeholders across the sector and provides expert advice to stakeholders to ensure that program planning and policy decisions align.
 - Provides strategic advice and support for the governance and legislated business planning process for TAFE Colleges established under the Vocational Education and Training Act 1996.
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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 are able to translate and communicate the agency's objectives into strategic projects and key performance areas for your leadership teams.
- **Think through complexity** - You think critically and strategically to solve problems and enhance effectiveness.
- **Dynamically sense the environment** - You communicate clearly and concisely and translate your message for your target audience.
- **Deliver on high leverage areas** - You drive excellent performance in your teams, setting clear role and performance expectations, and ensuring a shared understanding.
- **Build capability** - You contribute to the development of others in the sector.
- **Embody the spirit of the public service** - You display and embody the spirit of public service in all your decision making, interactions and professional activities.
- **Lead adaptively** - You are continually learning and adjusting your approach to be effective in the changing work environment.

Selection Criteria

Essential

- Demonstrates extensive experience in program and contract management to deliver outcomes and address emerging issues and provides strategic leadership in the development and implementation of complex programs and services, including policy development and review.
- Delivers on agreed operational priorities including the ability to address critical issues, develop and implement innovative solutions, and monitor clear plans and timeframes that result in quality outcomes.
- Develops networks, builds relationships and negotiates effectively with individuals and groups at all levels.
- Takes personal responsibility for meeting objectives and progressing work and operates with a high degree of professionalism and probity as an effective representative of the organisation.
- Demonstrates excellent communication skills (oral and written) including the capacity to explain clearly and concisely complex issues and facilitate agreement and acceptance of proposed solutions.

Other Requirements

- May be required to work from any Department worksite.

Values

Our values reflect the way we go about our work with our partners, stakeholders and each other.

- We find solutions, deliver and do things well.
- We have integrity and courage.
- We respect, trust and care for each other.
- We know diversity makes us stronger

CERTIFICATION

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

Branch Director:

Name: Lauren Weir

Position: A/Director Training Resource Allocation

Delegated Authority:

Name: Sanju Manji

Position: A/Executive Director Service Resource Management

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