



JOB DESCRIPTION FORM

Position Title:	Regional Network Coordinator	Effective Date of Document	8 January 2016
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Directorate	Service Delivery	Classification Level	7
Branch	Service Delivery Strategy	Position Number	00030499
Section		Position Status (Permanent or Temporary)	Permanent
Salaries Agreement/Award	Public Service Award 1992 Public Service and Government Officers General Agreement 2014 or as replaced	Position Location	Broome

REPORTING RELATIONSHIPS – The following shows the relationship between this position and others above and below it within the organisational structure.

Title	Director Service Delivery Strategy	Level	9
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Title	Associate Director Aboriginal Workforce Development (50D)	Level	8
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THIS POSITION



Title	Senior Project Officer (50D)	Level	6
Title		Level	
Title		Level	
Title		Level	

Title		Level	
Title		Level	
Title		Level	
Title		Level	

ROLE STATEMENT – the following statement outlines the role of the position in assisting to achieve the objectives of the Department.

The Regional Network Coordinator represents the Department at the regional level and provides a facilitation role to ensure training and workforce development services are optimised for individuals and industry. The position provides leadership and direction to achieve the regional outcomes of the Department and to ensure coordinated and integrated service delivery for clients and relates all Department of Training and Workforce Development services to the community and region.

The Regional Network Coordinator represents the Department on all issues that relate to and impact upon training and workforce development.

The Regional Network Coordinator is accountable for the effective and customer focussed service delivery of outputs, and the provision of executive support to area consultative committees relating to training and workforce development.

The position facilitates the provision of services to individuals to ensure opportunities are optimised and ensures the provision of advice to related state and community based service providers and stakeholders. The Regional Network Coordinator monitors and reports on performance, including the collection and analysis of statistics.

ABOUT THE DEPARTMENT OF TRAINING AND WORKFORCE DEVELOPMENT

The strategic goals of the Department are set out in *Skilling WA – A workforce development plan for Western Australia*. They are:

- Strategic goal 1:** Increase participation in the workforce particularly among the under- employed and disengaged, mature-aged workers, Aboriginal and Torres Strait Islander and other under-represented groups.
- Strategic goal 2:** Supplement the Western Australian workforce with skilled migrants to fill employment vacancies unable to be filled by the local workforce and address those factors which support a growing population.
- Strategic goal 3:** Attract workers with the right skills to the Western Australian workforce and retain them by offering employment and a diverse and vibrant community and environment to live in.
- Strategic goal 4:** Provide flexible, responsive and innovative education and training which enables people to develop and utilise the skills necessary for them to realise their potential and contribute to Western Australia's prosperity.
- Strategic goal 5:** Plan and coordinate a strategic State Government response to workforce development issues in Western Australia.

To achieve these goals, the **Department of Training and Workforce Development** works collaboratively and cooperatively with industry, the community and Government to develop Western Australia's workforce by :

- increasing the skill and competitiveness of the workforce
- addressing emerging skill gaps as the economy grows
- responding to skilled migration demands and labour constraints as they emerge
- delivering a contemporary and relevant apprenticeship and traineeship system that is responsive to industry and community needs
- driving reforms in the training sector, including providing greater autonomy to State Training Providers and reducing the complexity of the training system
- building a closer relationship between industry and training providers
- encouraging a stronger training culture within industry
- increasing participation and skills development for the unemployed or those disengaged from training
- increasing the participation of young and indigenous people
- expanding access to training in rural and regional areas and
- ensuring that the quality of training providers meets required standards, particularly when they offer services to international students.

ABOUT THE DIRECTORATE

The Service Delivery (Provider) Directorate incorporates all areas where there is a direct service delivered to the vocational education and training (VET) sector and/or the wider public. The activities of the service delivery area are often in response to initiatives or services identified through planning undertaken by the Policy Planning and Innovation Directorate. Some of the services offered are complement services that are contracted out to external providers by the Service Resource Management Directorate.

A number of existing major services that support training and workforce development are included within this Directorate including administration and regulation of the apprenticeship system, career development services, migration services and Aboriginal workforce development.

This Directorate provides services to support the state's VET sector including admissions to State Training Providers, curriculum services and the building of the capability of the VET sector workforce.

The Directorate also is responsible for building and managing international education and training on behalf of the State Training Providers and government schools through Education and Training International.

The Directorate plays a significant role in contributing to the Department's purpose of building the workforce to meet the economic and community needs of Western Australia.

POSITION OUTCOMES – the following outcomes are required to be achieved by the occupant of the position.

1	<p>Strategic Leadership</p> <ul style="list-style-type: none"> • Provides leadership and direction to achieve the regional outcomes of the Department and to ensure co-ordinated and integrated service delivery for clients. • Relates all Department of Training and Workforce Development services to the community and region. Communicates effectively to ensure change is managed appropriately. • Represent the Department on all issues that relate to and impact upon training and workforce development.
2	<p>Planning</p> <ul style="list-style-type: none"> • Contributes to the development of Strategic and Business Plans for the directorate and develops the business plans for the Regional Centre. • Identifies strategies to develop and implement programmes and practices to meet the strategic directives of the Regional Centre. • Undertakes research and critical analysis of programmes to assist in the planning process. • Co-ordinate Department of Training and Workforce Development regional activities.
3	<p>Stakeholder Relationships</p> <ul style="list-style-type: none"> • Represents the Department on appropriate internal and external forums. • Develops relationships and liaises and communicates with related state and community based service providers and stakeholders. • Contributes to the identification, development and promotion of strategies in conjunction with other government and non-government agency initiatives. • Maintain a local presence in conjunction with other service provision by government and the community.
4	<p>Service Delivery</p> <ul style="list-style-type: none"> • Is accountable for effective customer focussed service delivery of outputs. • Provide executive support to area consultative committees relating to training and workforce development. • Facilitate the provision of services to individuals to ensure opportunities for them are optimised • Ensures the provision of advice to related state and community based service providers and stakeholders. • Monitors and reports on performance, including the collection and analysis of statistics.
5	<p>Information Provision and Reporting</p> <ul style="list-style-type: none"> • Ensuring timely and accurate information, advice and support to job seekers, employers and other state and community based service providers. • Appropriate advice and reports regarding regional activity and needs are provided to the Director Regional Service Delivery and other relevant parties
6	<p>Resource Management</p> <p>Ensures that resources including human, financial and physical assets are managed and effectively deployed to meet the needs including:</p> <ul style="list-style-type: none"> • Planning schedules and coordinating daily work activity. • Building effective teams. • Effective recruitment and selection, performance development, training and development of staff. • Appropriate management of FTE resources. • Manages assets. • Contributes to the development of budgets and is responsible for effective monitoring and control of budget for the programme. • Undertakes risk management to protect the organisation.

SELECTION CRITERIA – The following selection criteria form part of the work-related requirements of the position, and should be read in conjunction with other relevant documentation including the role statement, position outcomes, the job advertisement and application package.

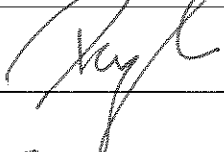
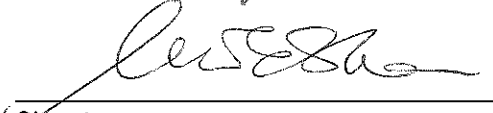
1	Experience in the delivery of services to Aboriginal people.
2	Highly developed interpersonal skills for consultation, networking, building relationships and influencing stakeholders across government and the community including the ability to relate to people at all levels.
3	High level skills in team building, team leadership and demonstrated experience in the management of financial and physical resources.
4	Highly developed conceptual, organisational, planning and time management skills, including the capacity to manage a number of tasks at any one time and to deliver strategic outcomes.
5	Highly developed verbal and written communication skills including briefings and presentations.

OTHER REQUIREMENTS:

Applicants will also be required to possess the following:

- 'C' Class Drivers Licence
- Valid Working With Children Check

CERTIFICATION – The details contained in this document are an accurate statement of the duties, responsibilities and other requirements for the job.

Branch /Business Unit Manager		<u>14.1.16</u>
Name: Karen Ho Philip Nyles Executive Director Service Delivery	Signature	Date
Director General		<u>14.1.16</u>
Name: Ruth Shean	Signature	Date

HR USE ONLY

Date Registered on TRIM 18 / 1 / 16 TRIM Reference No. F10/0107749.

 Government of Western Australia Department of Training and Workforce Development	
REGISTERED	
<u>18 / 1 / 16</u>	
DATE	SIGNATURE