



Job Description Portfolio Director Level 8

Position Number:	Various	FTE:	1.0
Division	Training Services	Agreement/Award:	Government Officers Salaries Allowance and Conditions Award 1989
Branch:	Training Services		Public Service and Government Officers General Agreement 2014
Location:	Various		or as replaced

Reporting Relationships

Position title and level this position reports to:
Executive Director, Training Services, Level 9.

Other officers reporting to the above office:
Various

This Office – officers under direct responsibility:
Principal Lecturer
Head of Programs (HOP)
Various Lecturer Positions

Key Role Statement

Provides a portfolio-wide management function and contributes to the positioning of the portfolio. Directs and manages the physical and financial resources of the portfolio.

Key Responsibilities

- Directs and manages academic staff to deliver quality standards in all aspects of training development, delivery and management. Collaborates with administrative staff across the college.
- Identifies opportunities and implements actions to develop commercial training opportunities.
- Ensures the provision of excellent customer services to meet student and industry needs.
- Manages portfolio financial performance and budgets.
- Monitors and reports on portfolio performance to the Executive Director.
- Manages the budget for Training Services Administration to optimise efficiency.
- Provides a responsive lead to the needs of enterprises, industry and government (at National and State levels).
- Supports professional development for staff to ensure vocational competence and academic expertise.

Selection Criteria

Essential

Capabilities *

- Supports Strategic direction.
- Delivers Outcomes.
- Supports productive relationships.
- Displays personal drive, professionalism and integrity.
- Communicates with influence.

**The capabilities identified above in this role statement are to be read in conjunction with the Public Sector Leadership Capability Profile: Level 7 to Class 4.*

Professional/technical role requirements

Significant experience in strategic and project management and managing a team.

Desirable: Experience in the relevant industry area and an understanding of the vocational education and training sector is desirable.

Qualifications **

A relevant tertiary qualification is desirable.

***If the Director of the Nursing portfolio does not have a current registration with the Nursing and midwifery Board of Australia as a Registered Nurse, the Program Manager incumbent must.*

CERTIFICATION

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

Business Unit Manager		Managing Director	
Name:	Sue Egerton	Name:	Michelle Hoad
Date:	22/11/16	Date:	22/11/16