



Job Description Regional Campus Manager – Collie Harvey Level 5

Position Number:	50000029	FTE:	1.00
Division:	Training Services Bunbury	Agreement/Award:	Government Officers' Salaries Allowance and Conditions Award 1989
Branch:	Training Services		Public Service and Government Officers CSA General Agreement 2017 or as replaced
Location:	Collie Harvey		

Reporting Relationships

Position title and level this position reports to:

Director Training Services Bunbury L8

Other officers reporting to the above office:

Principal Lecturers	PL (x 4)
Training Managers	Level 7 (x 3)
Regional Campus Managers	Level 5 (x 3)
Administrative Assistant	Level 2

This Office – officers under direct responsibility:

Administration Officer	Level 2 (x 2)
Lecturers (FTE varies due to demand for training)	

Key Role Statement

The Regional Campus Manager ensures that delivery of vocational education and training managed under the regional campus complies with the Standards for Registered Training Organisations (RTOs).

The position manages all aspects of the specified regional campus/es business activities, including industry engagement, business development, employee relations and campus administration. This position is responsible for managing staff performance, as per college policies and procedure, and for implementing operational responses to meet the objectives of the strategic plan.

The Regional Campus Manager works closely with the broader leadership and management group to ensure the Institute's workforce is flexible, efficient, effective, productive and responsive to the needs of our current and future stakeholders.

Key Responsibilities

ACADEMIC LEADERSHIP & MANAGEMENT

- Manages the performance of lecturing staff to ensure that training delivery complies with Standards for RTOs.

BUSINESS DEVELOPMENT

- Seeks, harnesses and responds to business development opportunities in new and existing markets
- Represents the college to external industry groups and agencies as required
- Works closely with local industry groups to identify current and future training and education needs, trends and opportunities

Employee Relations

- Provides operational leadership and support in all aspects of employee relations
- Works closely and cooperatively with the management group to ensure the college's workforce is appropriately skilled, flexible, efficient, productive and responsive to the needs of our local and regional stakeholders
- Provides leadership in managing performance with the goal of building workforce capability that best supports the college's values, ethics and goals
- Contributes to the management group's agenda to drive workplace culture reform to best achieve productive, effective and sustainable relationships with internal and external stakeholders
- Drives and promotes compliance within legislative, industrial, policy and procedural frameworks

Administration and Business Management

- Responsible for implementing operational responses to meet strategic plan objectives
- Responsible for managing the day to day operations for the campus, which includes overseeing budgets, recruitment, induction, salary, leave, workload and scheduling activities, training & development and resource allocation.
- Effectively manages the college's human, physical and financial resources, in accordance with standards, policies and procedures, to deliver intended results

Selection Criteria

Essential

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1. Demonstrated effective leadership skills and ability to achieve business outcomes
2. Knowledge of vocational education and training programs and demonstrated understanding of Standards for RTOs and its application within the WA Training Sector.
3. An ability to effectively manage people and resources in a team context to achieve objectives
4. A high level of communication, interpersonal and negotiation skills to build relationships and influence others effectively
5. Current knowledge of legislative obligations applicable to Equity and Diversity, Disability Services and Occupational Safety and Health, and how these impact on employment and service delivery

Flexibility Requirements

1. Hours of work and leave will be managed in accordance with the needs of the business.
2. This position will be required to assist and support College initiatives and events such as enrolment days and open days.
3. The College closes its campuses during the Christmas/New Year period.
4. May be required to travel to and work from other SR TAFE campuses from time to time.

Special Conditions

National Police History Check:

All new staff being appointed to South Regional 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 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)
Occupational Safety and Health Act (1984)
Internet Terms and Conditions of Use
Employee Software and Compliance Statement
South Regional TAFE policies and procedures

CERTIFICATION

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

Business Unit Manager		Managing Director	
Name:		Name:	
Regional Campus Manager			

Date:		Date:	