



# Job Description Portfolio Manager Defence, Mechanical and Fabrication South Metropolitan TAFE Level 7

<b>Position Number:</b>	20000077	<b>FTE:</b>	1.0
<b>Division</b>	Training Services	<b>Agreement/Award:</b>	Public Service & Government Officers General Agreement 2017.
<b>Branch:</b>	Engineering, Automotive and Environment		Government Officers Salaries, Allowances and Conditions Award 1989.
<b>Location:</b>	Munster		

## Reporting Relationships

Executive Director, Level 9

*Other officers reporting to the above office:*

Various Portfolio Managers

*This Office – officers under direct responsibility*

Various Delivery Units and Technicians

## Key Role Statement

The Portfolio Manager (PM) provides leadership and manages the development and delivery of customer and client focused VET and commercial training programs. The PM manages financial, human and physical resources of the portfolio in accordance with the portfolio budget and operational plan. This includes contributing to the development and implementation of strategic marketing and client relationship strategies to sustain growth in the portfolio, developing and managing the scope of training products, managing staff performance against work tasks and desired outcomes.

## Key Responsibilities

- Provide leadership to ensure the delivery of quality and contemporary vocational education and training programs within the portfolio.
- Manages the development and implementation of portfolio operational plans that are aligned to the goals articulated in both the Divisional Operational Plan and the College's Strategic Plan.
- Provides advice to the Executive Director regarding adoption of strategies to meet college targets and strategic objectives.
- Liaises with community and industry stakeholders to ensure vocational education and training requirements are relevant and meet industry needs.
- Promotes the college's organisational policy framework to staff and students.
- Implements strategies to develop new markets and grow the business of the portfolio.
- Manages and oversees the provision of responsive education and training programs.
- Assesses training delivery programs against quality standards and ensures compliance with State and National Training Standards including AQF, Standards for RTO's, Contractual, Legislative and Industry licensing requirements.
- Manages the performance of lecturing staff to ensure that the delivery of training programs reflect best practice to maximise student achievement of prescribed learning outcomes & competencies.
- In consultation with lecturers, develops professional duties assignments that enhance the quality of training programs delivered within the portfolio.
- Ensures knowledge and skills of lecturing staff are maximised by relevant professional development and return to industry activities.
- Contributes to the identification, acquisition, modification, development, evaluation and implementation of curriculum and courseware within the area of responsibility.
- Manages financial, human and physical resources of the portfolio in accordance with the portfolio resource agreement and operational plan.
- Manages the complete cycle of customer and client focused training, maximising the assets and facilities within the portfolio.
- Initiates, develops and manages Commercial and International training opportunities
- Manages the recruitment, selection and induction of new staff.
- Undertakes assignments and projects as directed.
- May be required to undertake or assist in the role of Floor Warden.

---

## Selection Criteria

### Essential

- The ability to build, manage and sustain relationships with key industry stakeholders.
- Proven ability to manage physical and financial resources to achieve agreed outcomes
- Demonstrated experience in providing leadership and management of people in a changing environment.
- Excellent interpersonal, communication and organisational skills.
- Demonstrated initiative and self-motivation.

### Highly Desirable

- Demonstrated knowledge and experience in the Defence, Mechanical and Fabrication industry
- Experience in the management of vocational education and training programs
- Post-Secondary or Tertiary Qualification in a related area.

---

## 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:	
Signature:		Signature:	
Date:		Date:	