



Job Description Manager, Training Curriculum Level 7

Position Number:	00028868	FTE:	1.0
Directorate:	Policy Planning and	Agreement/Award:	Public Service Award 1992
Branch:	Innovation		Public Service and Government
Location:	Osborne Park		Officers CSA General Agreement
Permanent/Temporary	Permanent		2017 or as replaced
Position:	Manager, Training Curriculum		

Reporting Relationships

Reports to:

Director, State Workforce Planning, Level 9

Other officers reporting to the above office:

Manager, Economic and Labour Market Analysis, Level 8

Manager, Workforce and VET Planning, Level 8

This Office – officers under direct responsibility:

Senior Program Officer, Level 6 x 3

Key Role Statement

The Manager, Training Curriculum is responsible for the overview and management of industry and registered training organisation stakeholder engagement to understand and develop the Department's position as the State Training Authority on training curriculum products, policies and programs associated with the Australian vocational education and training system.

Key Responsibilities

- Engagement with State and National industry, union and registered training organisation stakeholders in accordance with agreed timelines as training products, policies and programs are developed and updated nationally for implementation by the Western Australian vocational education and training system.
 - Providing advice on the Department's position as the State Training Authority on whether to support or not support 'case for endorsement' for changes to Training Packages as they arise.
 - Consulting with stakeholders regarding nominal hours which apply to each unit of competency following the endorsement process within agreed timelines.
 - Relevant stakeholders in Western Australia have been consulted, including the relevant Training Council or any other industry advisory body recognised by the State Training Board, to ensure that any changes proposed to training products are supported by WA industry.
 - Current, emerging and contentious issues are identified as early as possible, monitored and managed appropriately in the Training Package development process.
 - Information about potential implications on Department policy or funding is provided in a timely manner.
 - Briefings and other relevant support is provided to the Western Australian representative on the Australian Industry Skills Committee or any similar body including any contentious or WA-specific industry matters that need to be addressed nationally.
 - Participation in any State or National project or reference committees nationally relevant to training curriculum as appropriate.
 - Maintenance of networks with National and State bodies, including other State Training Authorities involved in the Training Package development process.
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Selection Criteria

Essential

- High level understanding of vocational education and training in a national and state context.
 - Highly developed interpersonal, negotiation and communication skills with demonstrated experience in dealing with clients and stakeholders at a senior level.
 - Highly developed management and organisational skills and demonstrated ability to plan and coordinate high level projects in a complex environment.
 - Demonstrated knowledge and experience in working with VET curriculum and Training Packages.
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- Demonstrated ability to implement an evidence based approach to decision making which informs Training Package policy.

Other Requirements

1. May be required to work from any Department worksite.

CERTIFICATION

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

Branch Director		Delegated Authority	
Name:	Kathy Hoare	Name:	Karen Ho
Position:	Director State Workforce Planning	Position:	Executive Director Policy, Planning and Innovation
Signature:		Signature:	
Date:	22-7-2019.	Date:	23/7/19

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