



JOB DESCRIPTION



POSITION TITLE: Construction Futures Centre Manager

DEPARTMENT: Skills Development

LOCATION	CLASSIFICATION	POSITION NUMBER	EFFECTIVE DATE
Belmont	Level 6	CTF00035	3 May 2021

CTF is a statutory authority assisting Western Australia's building and construction industry to meet its demands for skilled workers.

CTF administers a training levy on building and construction work in Western Australia, under the Building and Construction Industry Training Fund and Levy Collection Act 1990 (the Act) and the revenue generated from the levy is returned to the industry's employers and workers in a range of grants and subsidies. These reduce costs associated with skills training required by a modern and progressive building and construction industry.

The CTF and its Board also carry out the role of the Construction Training Council, which works closely with industry stakeholders and provides advice to the Government and the State Training Board to ensure that training meets the needs of one of Western Australia's biggest and most diverse industries.

Vision

That the construction industry is a career of choice and is safe, skilled and sustainable.

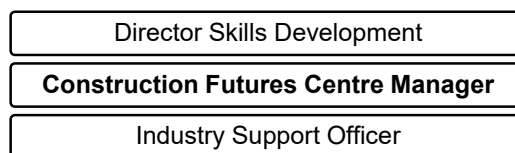
Mission

In collaboration with our stakeholders, we offer initiatives to develop and sustain an agile construction workforce; and to advocate construction as a career for all.

Values

- Integrity
We act professionally with fairness, honesty & transparency, and we hold ourselves to the highest ethical standards. We are responsible with the resources entrusted to us, and we are accountable for our decisions and actions.
- Leadership
We have the boldness and courage to innovate, to keep our focus on our Vision and Mission, and to lead and to strive in everything we do.
- Collaboration
We collaborate and engage with each other, with our stakeholders and with the wider community, respecting principles of empathy, diversity and inclusion.
- Agility
We are adaptable and resilient, and we anticipate change. We strive to facilitate a sustainable construction industry; and in turn to ensure the CTF is sustainable.

REPORTING RELATIONSHIPS:



ROLE STATEMENT

The Construction Futures Centre (CFC) Manager is responsible for the strategic and operational management of the CFC.

KEY RESULT AREAS AND DUTIES

- Manages and leads CFC support officer aligned to CTF values.
- Manager responsible to design, develop and implement CTF's strategic plan for the CFC.
- Manage CTF Operational Plan KPI's for the CFC.
- Procure and manage suitable contractors for development and maintenance of CFC exhibits, hardware, software, network and resources.
- Build productive relationships and networks across a broad range of metropolitan and regional stakeholders.
- Research and evaluate new CFC programs and report to Director Skills Development.
- Design and deliver interactive and interpretive programs to school groups, educators, apprentices and industry stakeholders for the construction sector who visit the CFC.
- Promote and consult with stakeholders the benefits of the CFC to education administrators, other educational institutions including schools, training and development organisations including group training organisations and registered training providers and industry stakeholders.
- Design and development of teaching/learning resources that educators can use in conjunction with the CFC exhibits to provide applied STEM learnings in a practical and meaningful way.
- Develop flexible social programs that influence Industry stakeholders to use the centre to showcase their organisation while also showcasing the building and construction industry during their meeting and/or event.
- Provide regular and detailed reports on CFC marketing and operational performance to the leadership group and BCIT Board.
- Develop, deliver and maintain innovative materials, resources and programs that focus on showcasing the Western Australian building and construction industry workforce as inspirational and aspirational for delivery in the Construction Futures Centre.
- Develop and implement the CFC event schedule including: EXPOS, facilitate workshops and presentations to range of target audience groups, including professional development seminars for primary and secondary teachers to enhance classroom programs for construction education and industry stakeholders.
- Manage visitor feedback as a program improvement strategy and interpret data for potential leads for CTF communications, marketing strategy and potential Try A Trade, Scholarship and apprenticeship pathways.
- Engage with external stakeholders and develop relationships to source relevant, contemporary information and materials.
- Cultivate, sustain and grow appropriate networks with relevant professional groups, associations and peak industry organisations in Western Australia.
- Attain and maintain a practical understanding of the construction industry generally and the occupations across resources, residential, commercial and civil sectors specifically.
- Secure and manage a strong understanding of VET career pathways into the construction industry.
- Identify, integrate and review contemporary curriculum requirements into Construction Futures Centre programs in consultation with Construction Training Council and VET stakeholders.

CORE CAPABILITIES

Shapes and Manages Strategy

Supports shared purpose and direction; Thinks strategically; Harnesses information and opportunities; Shows judgement, intelligence and common sense.

- Communicates reasons for decisions and clarifies expectations of key deliverables
- Understands strategic objectives, trends and factors that may influence work plans and goals
- Scans environment to monitor priorities and keeps self and others informed on work issues
- Thinks laterally, is innovative, identifies and implements improved work practices

Achieves results

Identifies and uses resources wisely; Applies and builds professional expertise; Responds positively to change; Takes responsibility for managing projects to achieve results.

- Evaluates project performance, identifies need for change and initiates change when required
- Applies and develops capabilities to meet performance expectations, contributes own expertise to work unit
- Deals positively with uncertainty and copes in a changing environment, determines action despite lack of clarity
- Focuses on quality, adheres to procedures and appropriate information management systems for currency and sees project to completion

Builds productive relationships

Nurtures internal and external relationships; Listens to, understands and recognises the needs of others; Values individual differences and diversity; Shares learning and supports others

- Builds and maintains relationships with stakeholders, team members, other teams, colleagues and clients
- Actively listens to staff, colleagues, clients and stakeholders, involves and recognises others' contributions
- Recognises different views, explores contributions and encourages diverse views
- Works with staff to identify development areas, encourages development activities, proactively requests coaching from supervisor, identifies learning for self and shares this with others

Exemplifies personal integrity and self-awareness

Demonstrates public service professionalism and probity; Engages with risk and shows personal courage; Commits to action; Promotes and adopts a positive and balanced approach to work; Demonstrates self-awareness and a commitment to personal development

- Adheres to the Code of Conduct and behaves in an honest, professional and ethical way
- Constructively challenges issues, discusses alternatives to progress issue
- Applies self with energy and drive and commits to meeting the objectives, follows up to finalise work
- Maintains a positive outlook and maintains a balanced working environment
- Reflects on own behaviours and work style and understands the impact on others and on performance

Communicates and influences effectively

Communicates clearly; Listens, understands and adapts to audience; Negotiates confidently

- Presents messages confidently and selects the appropriate medium for conveying information to the audience's level of knowledge, skill and experience
- Listens to differing ideas to develop an understanding of the issues, presents persuasive counter arguments

REQUIREMENTS OF THE POSITION (SELECTION CRITERIA)

- Project planning and management skills.
- Resource management and organisational skills.
- Excellent interpersonal, oral and written communication skills with an ability to:
 - tailor approach and language to a variety of professional, social or community situations and differing age groups;
 - build and maintain positive working relationships with a range of stakeholders; and
 - successful development and facilitation of workshops, information sessions or similar that meet the needs of both formal and informal audience groups.
- Skill and accuracy in working with MS Office and database software.
- Successful implementation of innovative learning, development and analytical tools.

Desirable:

- A Certificate IV in Training and Assessment or similar.
- Familiarity with current Western Australia's Curriculum, Learning Areas and STEM principles.
- Knowledge and experience of Western Australia's building and construction industry

INDUSTRIAL AGREEMENT	Party to the Public Sector CSA Agreement 2019
SPECIAL CONDITIONS	<ul style="list-style-type: none">• Current class "C" driver's license.• Current Working with Children Clearance.

APPROVAL

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the role.

Chief Executive Officer

Date