



Training Coordinator

Position Details

Position Number: 30000329

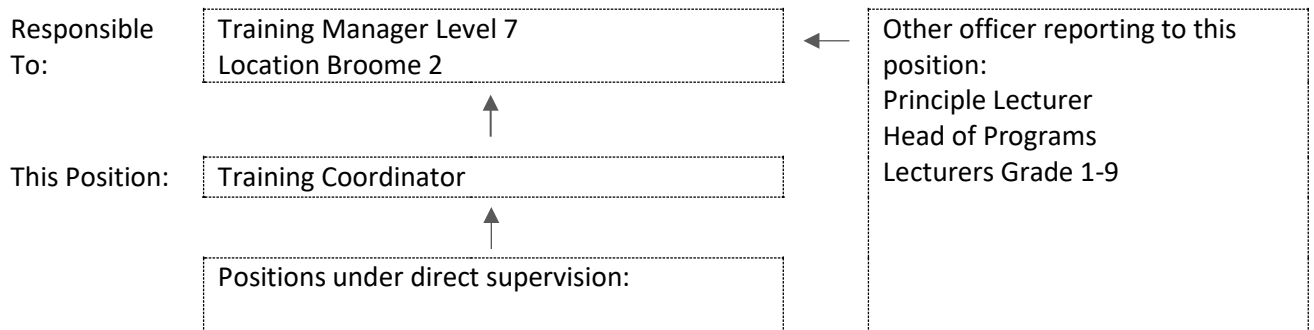
Classification: Level 3

Award/Agreement: Public Service and Government Officers CSA General Agreement 2019

Directorate: Training Services Kimberley

Location: Broome 2

Reporting Relationships



Our Purpose

North Regional TAFE (NR TAFE) is the leading regional provider of vocational education and training in Northwest Australia. Our purpose is to build the skills and capacity of the workforce for a sustainable economy and enable resilient communities.

All employees at NR TAFE contribute to the vital role of providing vocational education in rural and regional WA, and job training pathways including to the most vulnerable in the community.

Our Values

The minimum standards reflecting in the NR TAFE Code of Conduct, Values and the Public Sector Commission Code of Ethics are required to be demonstrated by all employees in their day to day activities.

NR TAFE is committed to an inclusive, high performance culture that places the needs of the students and the public at the centre of all that we do.





Position Overview

This position is responsible for supporting the Training Manager and training teams to deliver a quality education experience to our students and customers. The position provides a broad range of administrative support to teaching teams. This position works closely with the Training Manager to achieve business goals.

Position Responsibilities

- Coordinates a broad range of support functions across the scope of the Training Team operations.
- Develop and provide an administrative process to ensure the scheduling, allocation and sequence of training services is captured and committed to systems in a timely and accurate fashion.
- Ensure College commitments to service delivery are monitored and acquitted in accordance with contractors or agreements.
- Provide high-level administrative support to coordinate, monitor and capture the training team's records relating to student enrolment, delivery and assessment strategies and plans.
- Assist the Training Manager with the preparation of the team's annual budget, operational plan, monitoring training performance, reports and compliance.
- Provide purchasing services and reconcile corporate card.
- Develop and maintain knowledge of the range of training and assessment services in order to provide information to internal and external clients (including Client Services and Marketing) and update this information on an ongoing basis.
- Maintain and update the annual employee leave planner, assists with timetabling of staff.
- Review and process timesheets for Training Manager Approval.
- Responds to client requests for information, customised training and related services.
- Provides support to lecturers.
- Other duties as required

Selection Criteria

Essential Criteria

1. Proven ability to undertake high level administrative tasks including compliance and financial processing
 2. The ability to build rapport with a wide range of people and delivery services which meet customer requirement with the aim of meeting client needs, expectations and business goals
 3. Demonstrated high level data entry, word processing, spreadsheet and database skills and the ability to work with a range of administrative and data systems
 4. Proven ability to prioritise, monitor and coordinate workload, use initiative and problem solve to achieve results
 5. Well-developed written, oral and interpersonal communication skills with experience in preparing report preparation and production; problem solving and willingness to suggest improvements
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Appointment Factors

Location: North Regional TAFE Campus

Accommodation: Not applicable

Allowances: As per Award.

Travel: Travel to and work at other campuses or sites will be required as the need arises.

Special Conditions

National Police History Check:

All new staff being appointed to North 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 North 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.

Current WA 'C' Class Driver's Licence

All new staff being appointed to North Regional TAFE are required to have a current WA 'C' Class Licence as staff will be required to travel between campuses, from time to time. For staff appointed from outside Western Australia, you must apply for a WA driver's licence within three (3) months of becoming a resident of WA.

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
North 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
North Regional TAFE policies and procedures

CERTIFICATION

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

Employee		Managing Director	
Name:		Name:	Kevin Doig
Signature		Signature	
Date:		Date:	18/02/2020