



# Job Description

## Manager Jobs and Skills Resource Unit

### Level 7

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<b>Position Number:</b>	00029176	<b>FTE:</b>	1.0
<b>Directorate:</b>	Service Delivery	<b>Agreement/Award:</b>	Public Service Award 1992
<b>Branch:</b>	Service Delivery Operations		Public Sector CSA Agreement 2021 or as replaced
<b>Location:</b>	Osborne Park		
<b>Permanent/Temporary Position:</b>	Permanent		

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#### Reporting Relationships

*Reports to:*

Director Service Delivery Operations, Level 9

*Other officers reporting to the above office:*

Associate Director Training Sector Services, Level 8

Manager Events, Level 7

Team Leader Migration Services, Level 6

*This Office – officers under direct responsibility:*

Jobs and Skills Digital Resources Coordinator, Level 6

Project Officer Jobs and Skills Resource Unit, Level 6

Digital Resources Officer, Level 4

Support Officer Jobs and Skills (50D), Level 2

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#### Key Role Statement

The Manager Jobs and Skills Resource Unit leads the development, implementation and evaluation of strategies, resources and initiatives to support the Jobs and Skills Centres. This includes working closely with the Jobs and Skills Centres, TAFE colleges, other areas of the Department and other key stakeholders to identify resource requirements and development needs.

The Manager Jobs and Skills Resource Unit ensures that the content on the Jobs and Skills WA website is maintained as the primary customer facing website for all information related to vocational education and training, career development and workforce development in Western Australia. The Manager Jobs and Skills Resource Unit also coordinates the dissemination of shared information and resources to the Jobs and Skills Centre network.

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#### Key Responsibilities

- Provides strategic direction and leadership to the Department's Jobs and Skills Resource Unit.
- Leads the development, implementation and evaluation of strategies, resources and initiatives to support the state-wide network of Jobs and Skills Centres.
- Establishes strong networks with Jobs and Skills Centres, TAFE colleges and key stakeholders and builds and maintains effective relationships with other sections within the Department, as well as government agencies, service providers and other relevant external agencies.
- Manages the relevant career development content on the Jobs and Skills WA website as a 'one-stop-shop' customer facing website for the Western Australian training sector in collaboration with other sections within the Department and develops tools and resources for the site.
- Provides input to the development, management and reporting of performance data and the operational plan for the Service Delivery Operations branch.
- Represents the Department on relevant committees, working parties and intergovernmental groups.

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#### Selection Criteria

##### Essential

- Demonstrated capacity to provide strategic leadership and manage the Department's Jobs and Skills Centres unit, including the unit's policies, strategies and initiatives.
  - Well developed conceptual and analytical skills to contribute to strategic planning, review systems and processes, and develop and implement best practice operational processes and procedures.
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- Highly developed interpersonal skills for consultation, networking, building relationships and influencing a range of stakeholders.
- Highly developed conceptual, organisational, planning and time management skills, including the capacity to manage a number of tasks at any one time and to deliver strategic outcomes.
- High level skills in team building and team leadership and demonstrated experience in building the capacity and capability of a team.

#### Other Requirements

1. Possession of a Graduate Certificate Career Development or equivalent
2. 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:	Carmen Broderick	Name:	Glenda Husk
Position:	Director Service Delivery Operations	Position:	A/Executive Director Service Delivery
Signature:		Signature:	
Date:	8/11/21	Date:	8/11/21

#### HR USE ONLY

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