



Job Description Training Transition Consultant Level 6

Position Number:	50000953	FTE:	1.00
Division	Strategic Partnerships	Agreement/Award:	Government Officers' Salaries Allowance and Conditions Award 1989
Branch:			Public Sector CSA Agreement 2021 or as replaced
Location:	Bunbury or Collie		

Reporting Relationships

Position title and level this position reports to:
Director Strategic Partnerships, Level 8

Other officers reporting to the above office:

This Office – officers under direct responsibility:

Key Role Statement

The Training Transition Consultant participates in the identification of future workforce requirements and the implementation of related training opportunities to support the future employment of workers impacted by workforce transitions.

The position, through a client-centred approach will work with employers, employees, and training organisations to provide leadership and practical assistance to enable employees to make individual, tailored transitions.

Key Responsibilities

The key responsibilities of the role include, but are not limited to, the following:

- Identifies the skills and competencies required to fulfill employment opportunities as identified through industry engagement and existing workforce data knowledge.
- Designs, coordinates, and facilitates skills assessment of employees and training outcomes with all stakeholders.
- Identifies the training and knowledge interventions required through a skills gap analysis and a skills development plan to support employees in an alternate or emerging role.
- Completes a training need analysis, devises appropriate a training strategy and completes training plan.
- Implements collaborative practices that facilitates the involvement of community, businesses, organisations, and agencies in transition planning to enhance the skilling and training experiences.
- Engages relevant TAFE's and RTO's in the process to provide best outcome for employees and employers
- Participates on relevant project teams, committees and working parties
- Undertakes and/or co-ordinates research, collation, analysis, and evaluation of any issues and provide recommendations for further consideration or action.
- Contributes to the evaluation and review of project outcomes.
- Prepares and coordinates reports, submissions, briefings, correspondence, and advice.
- Other duties as required

The occupant of this position will be expected to comply with and demonstrate a positive commitment to Equity and Diversity, Work Health and Safety, Public Sector Standards and College Code of Conduct.

Selection Criteria**Essential**

1. Demonstrated program and client management experience within a training environment to develop and deliver project outcomes.
2. Demonstrated understanding of contemporary workforce, employment and training issues and trends.
3. Highly developed conceptual, analytical, and problem-solving skills with the ability to provide strategic solutions.
4. Highly developed communication and interpersonal skills, including the ability to negotiate and liaise with diverse stakeholders.
5. Sound negotiation skills and an ability to influence people in the achievement of objectives.

Flexibility Requirements

1. Hours of work and leave will be managed in accordance with the needs of the business.
2. Staff may be deployed to other areas of the college to meet broader business needs, as and when required.
3. This position will be required to assist and support College initiatives and events such as enrolment days and open days.
4. The College closes its campuses during the Christmas/New Year period.
5. May be required to travel to and work from other SR TAFE campuses from time to time.

Special Conditions**Nationally Coordinated Criminal History Check (NCCHC):**

All new staff being appointed to South Regional TAFE are required to provide a Nationally Coordinated Criminal 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 South 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.

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
- South Regional TAFE's Code of Conduct
- Equal Opportunity Act 1984
- Occupational Safety and Health Act 1984
- Work Health and Safety Act 2020
- Staff computer Use Agreement
- South Regional TAFE policies and procedures

CERTIFICATION

This document provides an accurate statement of the position's responsibilities and requirements.

	Business Unit Manager	Director
Name, signature & Date:		