

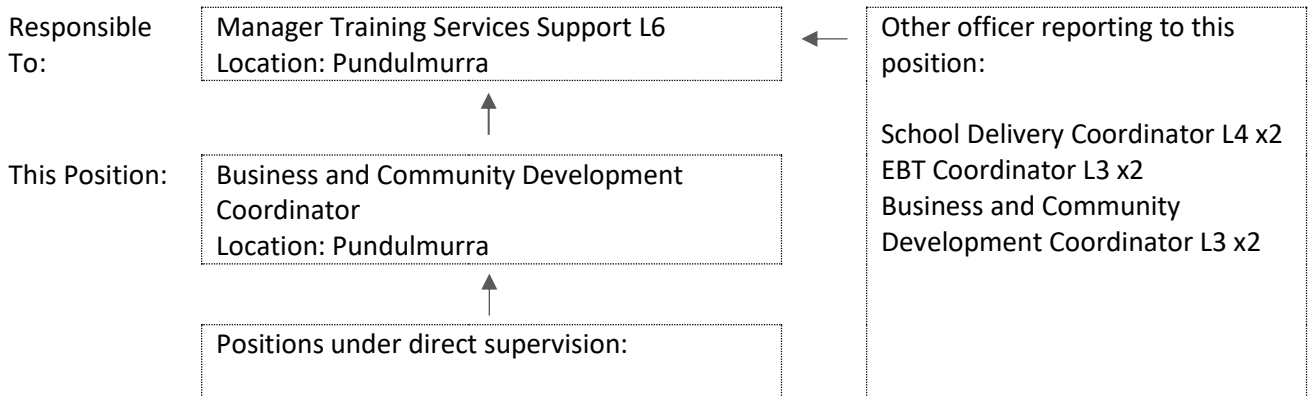


Business and Community Development Coordinator

Position Details

Position Number: 30000436
Classification: Level 3
Award/Agreement: Public Service and Government Officers CSA General Agreement 2019
Directorate: Training Services Pilbara
Location: Pundulmurra

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

The Business and Community Development Coordinator is responsible for efficient and effective timetabling and administration of NR TAFE Short Course Programs. This role is required to develop positive working relationships with a diverse range of clients with the aim of meeting client needs, expectations and business goals. This role will work with the NRTAFE Marketing Team and other stakeholders to ensure effective promotion of short course programs.

Position Responsibilities

In accordance with organisational training plans coordinate and schedule short course programs ensuring all resource requirements are confirmed

Coordinates, responds to and monitors NRTAFE's short course training services contracts

Liaises with employers and community organisations to develop and respond to requests for customised training programs.

Develops systems, procedures and reporting for cost effective management and delivery of programs

Liaises with existing and potential clients to ensure programs scheduled are consistent with organisational needs.

Authorises expenditure related to fee for services programs in accordance with financial delegation and reconciles course expenditure and raises appropriate journals and authorises invoices to clients

Analyses financials of completed courses and prepares performances reports and provides statistical information to Training Managers and the Director of Training on a regular basis

Participates in the planning, coordination and implementation of College promotions for the marketing of short course programs.

Prepares accurate and relevant course information (including public course calendars) and updates to Marketing and other relevant groups across NRTAFE.

Other duties as directed, which may include relief for other roles within the employees skills and abilities

Selection Criteria

Essential Criteria

1. Proven ability to plan, coordinate and timetable training programs including associated administration and financial tasks associated with short course programs.
2. Proven ability to establish and maintain positive working relationships with a diverse range of clients and internal stakeholders with the aim of meeting client needs, expectations and business goals.
3. Proven ability to prioritise, monitor and coordinate workload, use initiative and problem solve to achieve results.
4. Well-developed written, verbal and interpersonal communication skills with experience in preparing business proposals, report preparation and production
5. Well-developed skills in Microsoft Office suite



6. Current knowledge and commitment to Equal Opportunity and Occupational Safety and Health in all aspects of employment and service delivery.

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



Government of **Western Australia**
North Regional **TAFE**