



# School Delivery Coordinator

## Position Details

Position Number: 30000338

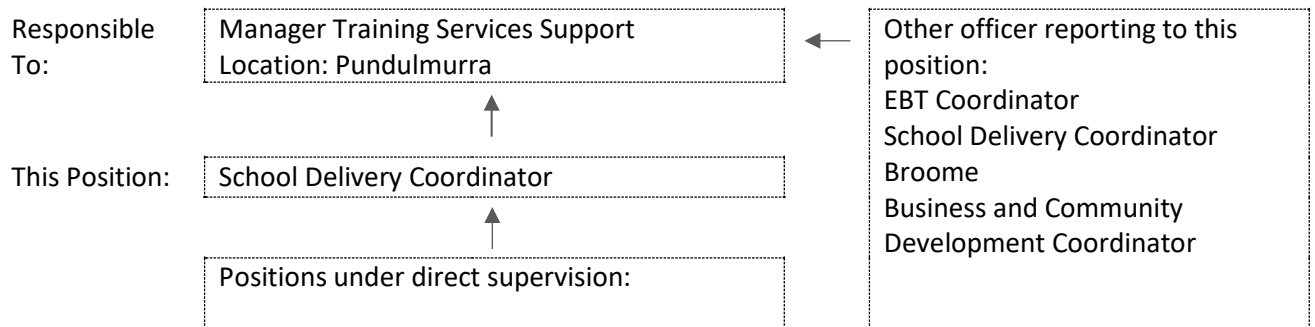
Classification: Level 4

Award/Agreement: Public Service and Government Officers CSA General Agreement 2017

Directorate: Training Services Pilbara

Location: Karratha or 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.





## Our Values

### Position Overview

This position is responsible for consulting with internal and external clients to identify and provide support for the implementation of programs and services to meet the needs of North Regional TAFE youth client group (including school based) aged 15 – 19 years old. This position liaises with training areas to plan, develop and provide on-going administration and coordination of all delivery for Schools. This role provides a range of advisory and information services to clients and assists to promote College programs and services.

### Position Responsibilities

- Provides coordination in the planning and development of a range of training programs and services that address the needs of the youth client group (generally 15 – 19 year old client group).
- Ensures consultation with key internal and external stakeholders in undertaken to identify training and support needs of the youth client group.
- Liaises with support teams and works with Training teams to plan, develop and provide administration and coordination of the full range of VET Delivery to Secondary Student (VDSS) Programs including TAFE Profile, Auspicing, School Based Trainees and Aboriginal Student Based Trainee programs.
- Monitors VDSS in Schools delivery and alerts Training Managers to potential problems in the under or overachievement of VDSS in Schools delivery targets.
- Provides advice to College staff and support areas regarding potential support services and strategies and assists to identify ways to implement such strategies.
- Identifies and, where appropriate, applies for external funding to support College initiatives and strategies for the youth client group.
- Provide support and information to Lecturing staff, Client and student Service staff in relation to compliance for the Duty of Care Policy for under 18's.
- Maintains documentation and records in accordance with relevant frameworks and policies and ensures College reporting requirements are met.
- In conjunction with the training team provides a range of advisory and information services for school based 15 – 19 year olds to promote education and training opportunities.
- Assists in the organisation and participates in College promotional activities such as open days, regional expos and events such as College's information sessions at schools.
- Establishes productive working relationships with school representatives and acts as the College's point of contact for Schools and the District of Education and facilitates effective communication between all parties.



## Selection Criteria

### Essential Criteria

1. The ability to consult and work effectively with a range of stakeholders (School representatives, College staff, industry employers and the Department of Education representatives) to achieve College outcomes.
  2. Knowledge of education and training programs and their delivery (in relation to the 15 – 19 year old client group) and VETiS programs
  3. Proven ability to set priorities and self-manage work in a team environment in a fast paced environment.
  4. Strong written and verbal communication skills including presentation skills to individuals and large groups and the provision of accurate and relevant information to stakeholders
  5. Well-developed computing skills (including knowledge and experience of the Microsoft Suite), including managing information electronically.
  6. Current knowledge and commitment to Equal Opportunity and Occupational Safety and Health in all aspects of employment and service delivery.
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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.

Line Manager		A/Managing Director	
Name:		Name:	Nerida Kickett
Signature:		Signature:	
Date:		Date:	10 June 2022