



# Director Corporate Services

## Position Details

Position Number: 30000002

Classification: Level 8

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

Directorate: Managing Directorate

Location: All North Regional TAFE Campus locations

## Reporting Relationships

Responsible To:	Managing Director Location: Karratha/Broome	Other officer reporting to this position: Executive Officer L3 Executive Assistant L4 Director Organisational Services L8 Director Training Pilbara L8 Director Training Kimberley L8
This Position:	Director Corporate Services	
	Positions under direct supervision: Manager Finance (CFO) L7 Manager Human Resources L7 Manager Information Services (CIO) L6 Facilities Manager L6 Administrative Assistant L2 Data Administrator L5	

## 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 the effective management, leadership and provision of all corporate service functions including human resources, financial management, physical resources and information and communications technology to support the core business of the College and meet government policy expectations and statutory requirements.

Provides advice to the Managing Director and Governing Council and participates as a member of the College corporate executive in the planning and management of College business activities.

## Position Responsibilities

- As a member of the College Executive, contributes to the planning and achievement of College goals through translating strategy into operational goals and creating a shared sense of purpose.
- Develops and implements Directorate operational and business plans ensuring the whole of government agenda is met.
- Develops strategies to improve service delivery of corporate service functions, and to mitigate risk.
- Works with College Executive to ensure appropriate resources are allocated to functions.
- Leads and directs the Directorate and ensures compliance with College and public sector values, policies and statutory requirements.

## Selection Criteria

### Essential Criteria

1. Demonstrated experience at a senior management level in strategic planning and corporate governance and leading the provision of services in the area of responsibility.
2. Demonstrated capacity to implement the policy and legislative requirements of a statutory authority in the public sector, particularly in a regional setting.
3. Ability to work in a collegiate manner and demonstrate high-level communication and interpersonal skills within the organisation, the community, local industry and other government agencies.
4. High-level conceptual and analytical ability including policy development and innovative solutions for the achievement of policy outcomes.
5. Proven ability to manage the human, physical and financial functions of the College including leading the development of organisational budgets.

### Other Requirements

1. Ability to travel to all campuses of the College, as required.



**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