



Training Manager Broome 1, Derby and Fitzroy Crossing

Position Details

Position Number: 30000317

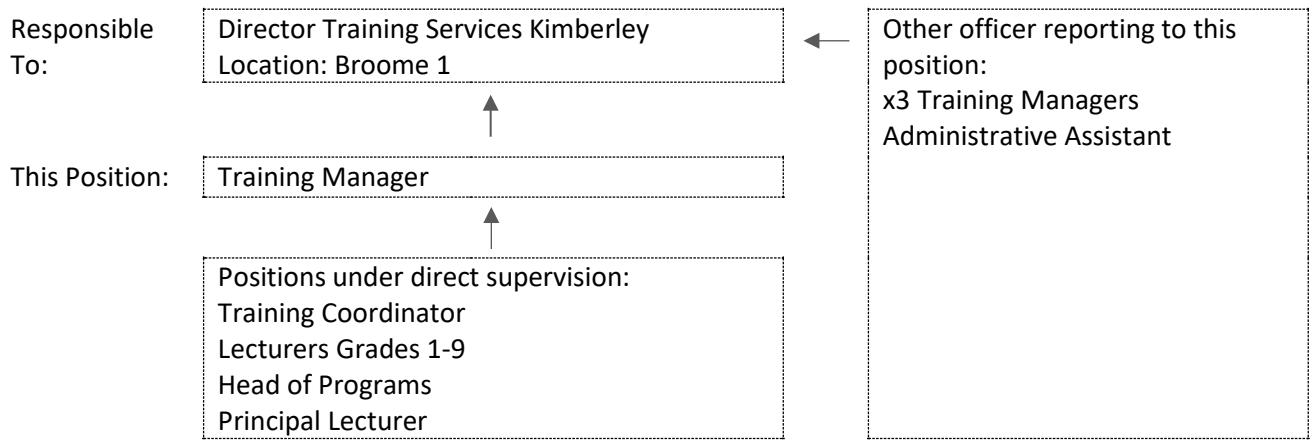
Classification: Level 7

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

Directorate: Training Services Kimberley

Location: Broome 1, Derby and Fitzroy Crossing

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

This position is responsible for effective leadership of educational delivery and support of staff on a specific NR TAFE campus. This role includes building the capability and support of lecturers ensuring quality and relevance in delivery, and responsiveness of the College to changes and emerging opportunities via industry and community relationships and identifying business opportunities for the College. The position is responsible for the effective management of human, physical and financial resources and the achievement of key business outcomes and quality performance indicators.

Position Responsibilities

- Provides leadership and manages the performance and development of lecturing staff to ensure that the delivery of training programs reflects best practice and maximises student achievement
- Manages the human, financial and physical resources for program delivery within the areas of responsibility
- Identifies the training needs of existing and prospective clients are met and works collaboratively in the sharing of human capital cross campuses to meet client requirements
- Contributes to quality improvement of delivery resources and curriculum for campus delivery
- Manages the development and implementation of operational plans that are aligned to the goals articulated in both the Business Plan and the College's Strategic Plan (including preparation of Resource Agreements, DPA, Section 40s and other submissions)
- Develops, maintains and expands relationships with industry and community to maintain a contemporary understanding of their training needs and promote a high profile for the College as a quality and responsive VET provider
- Ensures compliance with Institute and government policies including RTO Standards, equal opportunity, occupational health and safety and welfare and other legislative requirements
- Performs other duties as required within the employee's skills and abilities

Selection Criteria

Essential Criteria

1. Strong leadership skills and experience in leading the development of a positive team culture to support organisational values and achieve strategic and operational goals
 2. Extensive knowledge of and experience in the operational management of vocational education and training programs, including the application of training quality principles to achieve business growth and strong outcomes
 3. High level management skills including staff supervision, budget management, client engagement and demonstrated skills in successfully working with indigenous stakeholders.
 4. The ability to operate in a collaborative manner with diverse stakeholders to achieve organisational outcomes and develop productive relationships with internal and external stakeholders
 5. Experience in driving change and process improvement including high level analytical and problem solving skills resulting in innovative outcomes
 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 Broome Campus

Accommodation: As per North Regional TAFE Policy subject to eligibility and availability

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		Managing Director	
Name:		Name:	Helen Smart
		Signature	
Date:		Date:	27 April 2023