



Training Operations Coordinator

Position Details

Position Number: various

Classification: Level 5 FTE: 1.0

Award/Agreement: Government Officers Salaries, Allowance and Conditions Award 1989, Public Service and Government Officers General Agreement 2022 or as replaced

Directorate: Training Services SW

Location: Bunbury

Reporting Relationships

Responsible to

Training Manager
Level 7 | Location: Bunbury

This Position:

Training Operations Coordinator

Positions under direct supervision:

Nil

Other officer reporting to this position:

Administration Officer	L2
Training Operations Coordinator	L5
Head of Programs	various
Casual Clerical	Various
Lecturers	Various

Our Purpose

Building our community today, for tomorrow

South Regional TAFE’s strategic vision is focused on creating a learning experience to inspire success. To achieve this, we strive to provide responsive, sustainable and innovative training that celebrates the diversity of our community.

Our Values

Collaboration

We will listen, evolve and work together, helping and supporting each other for the collective goals of the college.

Integrity

We are committed to being honest, accountable, with high standards of ethical behaviour.

Inclusion

We work to strengthen a culture of care for our students and staff, by supporting every learning journey, whether for our students, colleagues or industry partners.

Innovation

We create exceptional learning environments by engaging with students, industry and staff and valuing their experience, knowledge and ideas.

Position Overview

This position is responsible for the operational management, including the human, financial, and physical resources for training delivery within the assigned training delivery areas. Working closely with Training Managers and fellow Training Operations Coordinators, the position contributes to the efficient delivery of training and the achievement of key business outcomes.

Position Responsibilities

- Manages the human, financial, and physical resources for training delivery within the assigned training delivery areas;
- Provides operational leadership and support in all aspects of employee relations for the assigned training delivery areas.
- Acts as a conduit and refers issues requiring academic leadership or quality to the relevant area of the College;
- Ensures compliance with College and governmental policies and legislative requirements;
- Undertakes and leads opportunities for continuous improvement to enhance the relationship between training delivery and administrative services; and
- Works collaboratively with other College departments to effectively manage resources to meet business priorities.
- In conjunction with the Training Manager works closely with local industry groups to identify current and future training and education needs, trends and opportunities.

Other Duties

- Perform other duties as required and may be required to work from any College campus


The occupant of this position will be required to comply with and demonstrate a positive commitment to Equity and Diversity, Occupational Safety & Health, Public Sector Standards, and the Staff Code of Conduct.

Selection Criteria

Essential

1. Demonstrated leadership skills including the ability to build, manage and sustain productive relationships with both internal and external stakeholders.
2. Proven organisation, analytical and planning skills, including the ability to manage resources (human, physical and financial) to achieve agreed outcomes.
3. Ability to achieve business objectives or project outcomes in an environment regulated by legislation or policy.
4. Ability to identify, lead and implement change to achieve efficiency and/or quality improvements.
5. Current knowledge of legislative obligations applicable to Equity and Diversity, Disability Services and Occupational Safety and Health, and how these impact on employment and service delivery.

Desirable

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

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. Staff may be required to assist and support College initiatives and events such as enrolment days and open days.
 4. The College has a reduced activity period during Christmas/New Year which could include a closedown period of up to 12 working days . Arrangements for leave during this period will be negotiated with employees.
 5. Staff may be required to travel to and work from other locations including all SRTAFE Campuses.
-

Special Conditions

Nationally Coordinated Criminal History Check (NCCHC):

South regional TAFE appointees are required to apply for a Nationally Coordinated Criminal History Check prior to commencing duty. Applications will be directed to the “Screening Unit” at the Department of Education and Training.

Working With Children Check (WWC):

Staff appointed to South Regional TAFE in “child-related work” are required to provide a WWC Check prior to commencing duty. If the HR Manager receives a Negative Notice or an Interim Negative Notice you will be deemed to have repudiated your contract and your employment will cease.

Special Conditions

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)
 - 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.

Signatures

Business Unit Manager	Director