

JOB DESCRIPTION

Coordinator Planning and Performance

Level:	Level 4
Position Number:	40000953
Location:	Geraldton, Kalgoorlie or Northam
FTE:	1.0
Division:	Office of the Managing Director
Branch:	Governance and Integrity
Agreement:	Public Sector CSA Agreement 2022 (and subsequent agreement/s)
Award:	Government Officers' Salaries Allowances and Conditions Award 1989

ABOUT THIS POSITION

The Coordinator Planning and Performance assists with the development of organisational plans and reports including the College's strategic and business plans and annual report, ensuring legislative and regulatory reporting requirements including timelines are met. The position produces a range of data analyses and reports to monitor organisational performance against KPIs that provide insight into performance and that inform planning, decision making and management.

The position coordinates the College's stakeholder feedback processes including a range of student, graduate and employer surveys and works collaboratively with other staff in the Governance and Integrity branch to support best practice in governance and the College's culture of integrity.

POSITION'S RELATIONSHIPS

THIS POSITION REPORTS TO:

Manager Governance and Integrity	Kalgoorlie	Level 7
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OTHER POSITIONS REPORTING TO ABOVE POSITION:

Coordinator Governance and Integrity	Geraldton	Level 5
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OFFICERS UNDER DIRECT RESPONSIBILITY:

Planning and Performance Officer	TBC	Level 3
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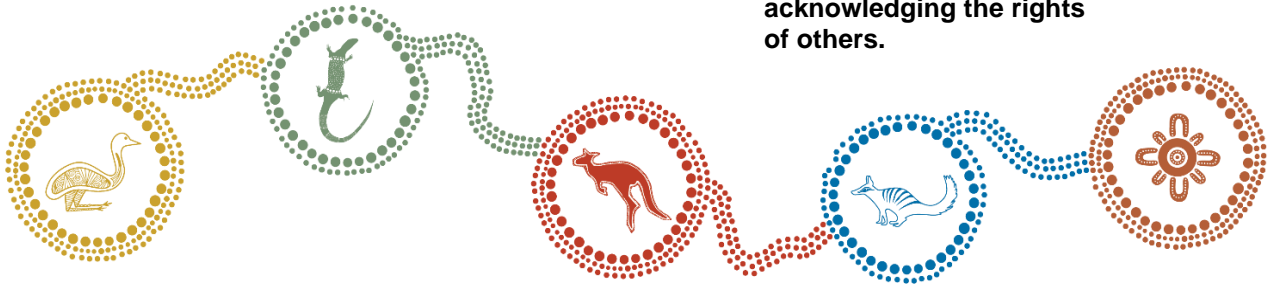
OUR VALUES

INTEGRITY

We are genuine, honest, and apply high ethical standards.

RESPECT

We treat everyone fairly, valuing the difference between people, taking their preferences into consideration, and acknowledging the rights of others.



COLLABORATION

We work together as a team and communicate openly and honestly with each other. When one does well, we all do well.

INNOVATION

We have a 'can do attitude' and seek solutions that are imaginative, championing flexible thinking and approaches.

COURAGE

We respond to challenges, take appropriate risk and accept responsibility for our actions. We are resilient and positive and show trust in each other.

KEY ROLE INFORMATION

KEY RESPONSIBILITIES OF THE POSITION:

- Assists the Manager Governance and Integrity to develop key organisational plans and reports including (but not confined to) the College's strategic and business plans; annual report; other organisational plans such as the Disability Access and Inclusion Plan, Multicultural Plan and others.
- Coordinates the collection and organisation of data and information from all relevant areas of the College to inform these plans and the annual report, ensuring compliance with Statutory Authority requirements, regulatory reporting frameworks and the Minister's Statement of Expectations.
- Monitors the College's reporting calendar and assists the Manager Governance and Integrity to ensure the College meets reporting requirements and timelines.
- Utilises data systems such as Power BI, Finance and ESS to access and analyse data and prepare organisational performance reports that support planning, decision making and management.
- Contributes to the Governance and Integrity branch by undertaking research; collating data and information; contributing to briefing notes and other correspondence including responses for the Managing Director, DTWD, the Minister's office and others as required.

- Coordinates the College's participation in surveys to gain stakeholder feedback including student, graduate and employer surveys. Collates and presents results from surveys to relevant staff and groups within the College.
- Coordinates and monitors the College's Policy and Procedure Framework including review schedules, identifying that sufficient stakeholder feedback is obtained and providing policy documentation advice.
- Coordinates the College complaint and feedback process in accordance with policy and procedure.
- Provides statistics and reports regarding complaints, feedback and policies required by management or other relevant stakeholders/agencies.
- Complies with and demonstrates a commitment to Work Health and Safety, Public Sector Standards and Equal Employment Opportunity principles, behaving and formulating decisions in line with the Public Sector Code of Ethics, CR TAFE Code of Conduct and CR TAFE values.
- Undertakes other duties, as required.

SELECTION CRITERIA

The selection process includes assessing applications against the responsibilities, and the role specific requirements of the position, within the context Leading Others and the ability to demonstrate and apply the expected leadership behaviours.

ESSENTIAL:

- Very good conceptual and analytical skills including the ability to analyse data, create reports and present information.
- Well-developed organisational skills including the ability to meet deadlines and coordinate multiple tasks.
- Well-developed interpersonal, written and verbal communication skills with demonstrated ability to liaise effectively with staff at all levels and with a range of external stakeholders.
- Demonstrated ability to manage confidential and sensitive information.
- Well-developed proficiency with computer systems including the Microsoft Office Suite.

DESIRABLE:

- Relevant qualification, e.g. in Business, Public Sector Administration or relevant field.

OTHER REQUIREMENTS

- May be required to work from any College campus.
- Possession of a C or C-A Class Driver's Licence.
- A successful criminal record screening clearance (Nationally Coordinated Criminal History Check – Department of Education).

CERTIFICATION

The details contained in the document are an accurate statement of the position's responsibilities and requirements.



Karen Watts
A/Managing Director

30 September 2024

LEADERSHIP CONTEXT

We believe all our people are leaders irrespective of their role. We consider this as critical to our success and, to support this, we have adopted [Leadership Expectations](#) which provides a common understanding of the mindsets and expected behaviours required of all our employees and the public sector.

THE LEADERSHIP CONTEXT FOR THIS ROLE IS: LEADING OTHERS.

Leadership Expectations provide a clear understanding of expected leadership behaviours for all public sector employees in different contexts. The expected behaviours (see below) should be demonstrated in the context of Leading Others for this position.

Lead collectively	You work proactively to create shared thinking and understanding across your team. You accept responsibility for contributing to the collective strategy of the College and adopt a perspective that embraces all those you lead.
Think through complexity	You think critically and strategically to solve problems and enhance effectiveness across your team.
Dynamically sense the environment	You adapt your approach to changes in the work environment that affect or may impact the ability of your team or work group to deliver outcomes. You seek to understand the root cause of problems by investigating multiple sources of information.
Deliver on high leverage areas	You identify and understand the competing priorities of your work area, prioritising essential tasks and making adjustments as appropriate. You assign tasks and delegate appropriately.
Build capability	You contribute to the development of those in your team or work area by understanding their current capabilities and striving to develop them further.
Embody the spirit of public service	You ensure your work practices and those of your team or work area are in accordance with the policies and procedures of the College. You lead by example, promoting and role modelling behaviours and respect for others in all aspects of your work.
Lead adaptively	You are continually learning and adapting your personal style and approach to be effective in the changing work environment.

The Government of Western Australia acknowledges the traditional custodians throughout Western Australia and their continuing connection to the land, waters, and community. We pay our respects to all members of the Aboriginal communities and their cultures, and to Elders both past and present.