



## Regional Workforce Coordinator

### Kimberley Education Regional Office

<b>Position number</b>	00046861
<b>Agreement</b>	<a href="#">Public Sector CSA Agreement 2022</a> or as replaced
<b>Classification</b>	Level 7
<b>Reports to</b>	Director of Education (EXDRED)
<b>Direct reports</b>	Nil

#### Context

The Kimberley Education Region (the Region) comprises of 24 public schools servicing students in the Kimberley area of Western Australia. Of these, 11 schools provide Vocational Education and Training (VET) programs to secondary students.

Education Regional Offices work collaboratively with the Secondary Schools, District High Schools and Post-School Pathways branch to:

- provide professional development for VET Coordinators and teachers in schools
- deliver policy advice to schools
- develop and disseminate resources
- manage projects and contracts for service
- develop quality assurance processes for programs aimed at improving educational outcomes for students.

Visit [education.wa.edu.au](http://education.wa.edu.au) to find out more information about the Department of Education.

#### Key responsibilities

- Provide high level professional and strategic support to schools for the effective development, implementation and coordination of sustainable and innovative VET programs.
- Lead and facilitate coordinated support for VET delivery in schools without VET Coordinators.
- Build the capacity of newly appointed VET Coordinators.
- Undertake research, review and analysis on new and existing VET program providers to provide quality assurance and information to schools in the region and provide greater opportunities for students.
- Design, facilitate and monitor the delivery of professional learning for VET Coordinators and teachers in the region to meet current and emerging needs.

- Establish and maintain effective working relationships with internal and external stakeholders including VET Coordinators in the region and coordinate VET cluster meetings.
- Identify, research, develop and review programs to assist schools with the planning and delivery of a VET program in conjunction with the Western Australian Certification of Education (WACE).
- Provide subject matter expertise to inform the development by schools of VET programs for different student groups, including educationally disadvantaged, Aboriginal students, students with special needs and students at risk of disengaging.
- Undertake analysis and monitor the collection of VET data to ensure reporting complies with School Curriculum and Standards Authority (SCSA) and Australian VET Management Information Statistical Standards (AVETMISS).
- Work collaboratively with Principals, VET Coordinators and relevant specialist staff to ensure integrated service delivery to schools and the system.
- Consult and negotiate with internal and external stakeholders in a range of contexts related to VET and lead regional VET Advisory Groups in consultation with members.
- Establish and maintain effective working relationships and communication networks with schools, the Education Regions Office, Secondary Schools, District High Schools and Post-School Pathways branch, public and private RTOs, industry, and employer groups that support the implementation of VET policy and initiatives.
- Facilitate collaboration between school-based Career Practitioners, industry and local Training and Further Education campuses (TAFEs) to increase access to Career Taster Programs, including a focus on science, technology, engineering and mathematics (STEM), work experience and work placement.
- Coordinate and support system initiatives designed to build the professional capability and knowledge of VET teachers and strengthen and expand VET opportunities for students in public schools.

### **Selection criteria**

1. Demonstrated high-level knowledge and understanding of the policies, principles, trends and issues associated with VET delivered to secondary students in Western Australia.
2. Demonstrated substantial knowledge and understanding of the WACE.
3. Demonstrated professional knowledge of teaching practices and the ability to apply this knowledge to ensure a high level of educational outcomes are achieved for all VET students.
4. Demonstrated skills and expertise in providing strategic and professional leadership and facilitating complex and varied partnerships.
5. Demonstrated highly developed conceptual, analytical and organisational skills in developing, implementing, supporting and reviewing successful programs at an operational and strategic level.
6. Demonstrated highly developed written, oral and interpersonal communication skills with the ability to facilitate professional learning and work cooperatively with personnel across a range of backgrounds.

### **Eligibility and training requirements**

Employees will be required to:

- hold a Certificate IV in Training and Assessment, compliant with the current Standards for Registered Training Organisations
- consent to a Nationally Coordinated Criminal History Check and obtain a current Screening Clearance Number issued by the Department of Education's Screening Unit prior to commencement of employment

- obtain or hold a current Working with Children Check
- complete the Department's induction program within 3 months of commencement
- complete any training specific to this role required by Departmental policy
- complete the Department's training in Accountable and Ethical Decision-Making within 6 months of appointment and every 3 years thereafter
- complete the Department's Aboriginal and Torres Strait Islander cultural awareness online course within 3 months of commencement.

### **Certification**

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

### **ENDORSED**

Date            2 December 2024  
Reference    D24/0929206