

JOB DESCRIPTION

Manager Industry Engagement

Level:	Level 7
Position Number:	40000630
Location:	Kalgoorlie
FTE:	1.0
Division:	Business Dev & Strategic Partnerships
Branch:	Industry Engagement
Agreement:	Public Sector CSA Agreement 2022 (and subsequent agreement/s)
Award:	Government Officers' Salaries Allowances and Conditions Award 1989

ABOUT THIS POSITION

Through stakeholder engagement identifies unmet, new and emerging training demand including the need for new training programs, different delivery methods and factors affecting access to training. Builds upon and strengthens existing College industry advisory arrangements and uses information and input from stakeholders to inform the College's training programs to ensure these are aligned with industry and community needs and government priorities for training. Actively promotes opportunities for stakeholders to provide feedback and makes available information about training programs and services offered by the College.

POSITION'S RELATIONSHIPS

THIS POSITION REPORTS TO:

Director Business Development & Strategic Partnerships	Northam	Level 8
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OTHER POSITIONS REPORTING TO ABOVE POSITION:

Manager Industry Engagement	Northam	Level 7
Manager Industry Engagement	Geraldton	Level 7
Manager Jobs & Skills Centre Geraldton	Geraldton	Level 6
Manager Jobs & Skills Centre Kalgoorlie	Kalgoorlie	Level 6
Coordinator Employment Pathways Northam	Northam	Level 6
Administrative Assistant	Northam	Level 2

OFFICERS UNDER DIRECT RESPONSIBILITY:

Coordinator Education & Training Programs	Kalgoorlie	Level 5
Coordinator Commercial Business	Kalgoorlie	Level 4

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:

Stakeholder Engagement and Consultation:

- Develops relationships with industry, employers, community and organisations to identify training needs and the extent to which the College is currently meeting these.
- Through stakeholder feedback identifies opportunities for the College to implement new or improve existing training programs and services.
- Identifies emerging or transforming industries that will impact on the training industry stakeholders require and provides this feedback to the College to inform training planning.
- Establishes a range of engagement strategies such as industry forums, industry and/or community advisory groups and strategies to engage small businesses and community organisations.
- Works closely with the College and other contracted Jobs and Skills Centres to enhance information sharing and ensure coordinated response to meeting training and employment advice and support requirements for industry, community and individuals.

- Provides stakeholders with information about College programs, services and government initiatives to enhance access to training.
- Represents the College at a senior level in relevant external forums, working groups and committees.

Research, Analysis and Planning:

- Conducts appropriate market research; maintains information about regional economic development and major projects; makes use of the Regional Labour Market Reviews and other key strategy documents.
- Uses stakeholder feedback to contribute to College planning processes including strategic and business planning, and contributes to the Regional Labour Market Review annual updates.
- In consultation with the College Executive sets, monitors and reports against business outcomes and related key performance indicators.
- Maintains database of stakeholders.

Management and Leadership:

- Effective leadership involves not only setting clear goals and expectations but also fostering a supportive and motivating environment where team members feel valued and empowered to contribute their best efforts.
- Efficient resource management requires a strategic approach to allocate and utilize assets, such as time, equipment, and personnel, to maximize productivity while ensuring the successful completion of projects.
- Sound budget management entails planning and monitoring of financial expenditures to ensure that it operates within its budget.

SELECTION CRITERIA

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

ESSENTIAL:

- Demonstrated ability to develop productive relationships with clients and other internal and external stakeholders to inform and improve College programs and services.
- High level report writing and communication skills, including the ability to use computer software to prepare and present information and facilitate strategic discussion.
- Market research skills, including the ability to collate, analyse and disseminate information obtained from a variety of sources.
- Demonstrated ability to perform with a high level of initiative and autonomy, including sound organisational and time management skills and the ability to identify and set priorities.
- Knowledge of the Vocational Education and Training (VET) system and the labour market.

DESIRABLE:

- Nil.

OTHER REQUIREMENTS

- May be required to work from any College campus.
- Possession of a C or C-A Class Driver's Licence.
- Possession of a current Working with Children Check.
- 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.



Joanne Payne
Managing Director

12 July 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: MULTIPLE AREA LEADER.

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 Multiple Area Leader for this position.

Lead collectively	You actively create shared thinking across your business areas and domain of expertise.
Think through complexity	You actively work to blend your strategy with other business areas in the agency and ensure it is aligned to the agency strategy. You navigate the consequences and risks of your decisions, acknowledging both internal and external impacts on your business areas.
Dynamically sense the environment	You recognise the importance of professional networks and actively seek to build relationships that support your efforts to achieve the goals of your business areas. You establish trusting relationships and display competence, integrity and benevolence in your dealings with others.
Deliver on high leverage areas	You identify strategic priorities for the business areas you lead. You understand the competing prioritisation of short term operational delivery and delivery of medium term value for the College.
Build capability	You implement people and knowledge development systems and practices in your business areas. You empower individuals to lead their own development journey with the support of their leaders.
Embody the spirit of public service	You encourage excellence and recognise and acknowledge outstanding performance in your area. You ensure specific feedback is provided to staff who perform above expectations. You implement systems and processes to support excellent corporate governance across your areas and proactively identify potential reputational risks and/or areas of non-compliance.
Lead adaptively	You are continually learning and adapting your personal style and approach to be effective in new and challenging contexts and positions.

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.