

## JOB DESCRIPTION

### Portfolio Manager Business & Community Services

<b>Level:</b>	Level 7
<b>Position Number:</b>	40000019
<b>Location:</b>	Kalgoorlie
<b>FTE:</b>	1.0 FTE
<b>Division:</b>	Training Profile Operations
<b>Branch:</b>	PM Business & Community Services KAL
<b>Agreement:</b>	Public Sector CSA Agreement 2024 (and subsequent agreement/s)
<b>Award:</b>	Government Officers' Salaries Allowances and Conditions Award 1989

## ABOUT THIS POSITION

Manages the development and delivery of training programs and services in the Business & Community Services Portfolio. Undertakes business development, identifies new opportunities and builds strong and effective relationships with stakeholders to meet their diverse training needs. Contributes to College strategic and business plans, supports the College's values and promotes a culture of quality and continuous improvement. Manages human, physical and financial resources relevant to the Portfolio.

## POSITION'S RELATIONSHIPS

### THIS POSITION REPORTS TO:

Director Training Profile Operations	Geraldton	Level 8
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### OTHER POSITIONS REPORTING TO ABOVE POSITION:

PM Health Education & Community	Geraldton	Level 7
PM Marine Environment & Technology	Batavia	Level 7
PM Community Health & Business	Northam	Level 7
Business Data Analyst	Geraldton	Level 5
Administrative Assistant	Geraldton	Level 2

### OFFICERS UNDER DIRECT RESPONSIBILITY:

Lecturers (Various)	Kalgoorlie	Grade 1-9
Portfolio Coordinator Training Operations	Kalgoorlie	Level 5
Portfolio Assistant	Kalgoorlie	Level 2
Hospitality Technician	Kalgoorlie	Level 2

## 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:

#### Management and Business Development:

- Manages the development and delivery of Vocational Education and Training (VET) programs within the Portfolio, including publicly funded (profile) and commercial training programs and other training and workforce development services.
- Develops plans for training, including an annual business plan, after extensive consultation with stakeholders including industry.
- Identifies and develops new and innovative training programs, services and partnerships aligned to the College's Strategic and Business plans.
- Collaborates with colleagues across the College to ensure access to, and provision of, programs and services to the maximum number of clients within the regions serviced by the College.
- Identifies appropriate commercial and external funding opportunities, writes submissions and manages projects gained through external funding.
- Plans for and manages human, financial and physical resources within the Portfolio.
- Monitors and reviews performance indicators and targets assigned to the Portfolio.
- Provides information and advice on training and workforce development needs relevant to the Portfolio to the Director Training Services, Corporate Executive and Managing Director as required.

- Is a member of the Training Delivery Committee and participates fully in training planning and monitoring activities, contributing to organisation wide initiatives relating to training delivery.

### **Contribution to Quality and Excellence:**

- Responsible for promoting and supporting a culture of quality delivery and assessment practice and for implementing continuous improvement activities in the Portfolio.
- Collaborates with colleagues across the College; shares resources, expertise and opportunities to achieve the College's strategic and business goals.
- Works with colleagues, industry and community partners to build a reputation for training excellence in both the profile and commercial training areas.
- Develops and monitors professional and career development programs and ensures Portfolio staff access College professional development opportunities.

### **College Responsibilities:**

- Models the College's Values, works in accordance with Code of Ethics, Code of Conduct, and principles of Accountable and Ethical Decision Making.
- Contributes as a member of the Leadership Network, supports and promotes agreed College initiatives and decisions.
- Ensures effective communication within the Portfolio, appropriately sharing information with staff and ensuring opportunities for open communication within the Portfolio.
- Promotes a safe workplace, exercises management responsibility for workplace health and safety practices within the Portfolio.
- Ensures management of the Portfolio is in accordance with College policies; Government directives; relevant Legislation/Frameworks and relevant Standards, in particular the Standards for Registered Training Organisations (RTOs) 2015.
- Represents the College in relevant forums or committees.
- Carries out other duties as required.

## **SELECTION CRITERIA**

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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:**

- Demonstrated ability to lead a team identifying and delivering a diverse range of training programs, products and services in accordance with Quality Frameworks.
- Demonstrated ability to build and utilise relationships with stakeholders to inform and improve delivery of programs and services.
- Demonstrated innovation, ability to identify and act on opportunities and to foster this approach in others.
- Demonstrated high level communication skills, including negotiation skills and ability to collaborate with colleagues.
- Demonstrated ability to plan for, monitor and manage financial, human and physical resources.

### DESIRABLE:

- Relevant qualification (for example in management or vocational education) or equivalent industry experience.

### OTHER REQUIREMENTS

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- 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

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



Karen Watts  
A/Managing Director

9 April 2025

## 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.

<b>Lead collectively</b>	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.
<b>Think through complexity</b>	You think critically and strategically to solve problems and enhance effectiveness across your team.
<b>Dynamically sense the environment</b>	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.
<b>Deliver on high leverage areas</b>	You identify and understand the competing priorities of your work area, prioritising essential tasks and adjusting as appropriate. You assign tasks and delegate appropriately.
<b>Build capability</b>	You contribute to the development of those in your team or work area by understanding their current capabilities and striving to develop them further.
<b>Embody the spirit of public service</b>	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.
<b>Lead adaptively</b>	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.