

## Position Description

<b>Position Title</b>	Project Coordinator – Vocational Taster Pilot
<b>Portfolio</b>	Education
<b>Division</b>	Education
<b>Department/Cost Centre</b>	Education - 05004
<b>Classification</b>	Specialist Level 7
<b>Position Number/s</b>	102948
<b>Reporting to</b>	Director - Education
<b>Supervises</b>	Nil

### Who is South West TAFE?

South West TAFE is an education hub with a difference. We bring innovative education and industry insider knowledge together to power talent for tomorrow.

To better meet the demands of the fast paced world of 21st Century business, our courses are designed by industry and taught by professionals.

With over 150 courses on offer, we are well suited to provide quality hands-on training across the major business sectors. Plus, our teachers, training facilities, support services and direct links with industry are second to none.

Our campuses are located throughout the southwest Victoria region, including Warrnambool, Hamilton, Portland, Colac and Sherwood Park with a further delivery site at Glenormiston.

Our **Ambition** is to provide future focused education that creates a lifetime of opportunity and employability.

Our **Purpose** is to deliver a modern and fresh approach to helping generations develop the skills they need for the futures they aspire to.

Our **Values** are:

- **Integrity & Impartiality** - We are transparent and ethical in all that we do, every day
- **Respect & Human Rights** - We demonstrate trust, understanding and embrace diversity
- **Leadership** - We will be forward thinking, collaborative and inspirational
- **Accountability** - We take ownership of our actions and deliver on our promises
- **Responsiveness** - We will deliver and respond with care.

### Division Overview

The office of the Executive Manager – Education is responsible for working in collaboration with internal, industry and community stakeholders and partners, to establish exciting innovative and collaborative projects that aim to meet the current and emerging employment needs of the region. The education office leads the major teaching divisions and a wide range of strategic educational projects and initiatives.

The education portfolio liaises closely with industry, employers and our community; and works closely with the Institute's education departments to match the employment needs of the region with education and training solutions. The portfolio uses research from local, national and international reports to understand current and emerging employment and educational trends and use relevant data to support business case applications. The outcomes of this engagement and research are to be reported to the executive management team, the Institute Board and its relevant sub-committees, and relevant stakeholders across the region.

The office explores new ideas and solutions to enhance current and emerging workplace productivity; and on behalf of the Institute and our partners seek financial support from local, state and federally funded schemes through the submission of business case applications. It is the responsibility of the education portfolio to successfully manage approved projects and to support and guide teaching departments with appropriate project management, to ensure all projects are delivered on time, within budget and achieve the projects objectives.

At all times the portfolio aims to achieve best practice outcomes that can be shared across other industries and the TAFE network.

### Position Overview (Your Opportunity)

This Project Coordinator role is to support the delivery of vocational taster experiences to government school students in Years 9 and 10, to explore various career, vocational and industry pathways earlier in their secondary schooling years. Responsibilities include working closely with the Heads of divisions and project teams to develop and implement action plans, including resources, timeframes and budgets for projects.

Supported by the Manager - Education Projects, you will perform various coordinating tasks, like scheduling and reporting, along with administrative duties, like maintaining project documentation and handling financial queries.

To succeed in this role, you should have excellent time management and communication skills, as you'll collaborate with clients and internal teams to deliver results on deadlines.

Ultimately, the position's overarching aim is to ensure that the project is completed on time, within budget and meets high quality standards.

### Key Accountabilities

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All South West TAFE staff are required to act and work in the best interest of the organisation, as such every staff member has accountabilities to uphold for both their position and the wider organisation,

These accountabilities include but are not limited to:

#### **Your Position**

- Be accountable for the coordination and facilitation of SWTAFE's Vocational Taster Pilot
- Implement the project using contemporary project development and management practices
- Work in conjunction with the Manager - Education Projects to ensure the project is developed and implemented to meet key project milestones and agreed scope and budget
- In conjunction with the Head of Division, manage, advise and provide strategic guidance in relation to the project, including project formulation (scope, planning, tendering, budgeting and scheduling), governance, the development of consultant and design briefs, co-ordination of subsequent engagements and timely resolution of issues and actions
- Develop and maintain effective communication and consultation processes with project stakeholders
- Develop and maintain effective relationships with consultants, contractors and sub-contractors
- Perform administration functions at a high level for the project control group, the Board and the Department of Education includes collating, preparation and presentation of project related reports
- Oversee and manage the relevant change management across the organisation including decanting and relocation of staff and students
- Identify and manage risk throughout the lifecycle of the project
- Ensure Health and Safety is effectively managed and reported for the work site throughout the duration of the Project, in line with relevant legislation and Institute Policy, to include safe and well communicated access and egress around the construction site for staff, students, visitors and members of the public
- Demonstrate the organisational values on a daily basis and proactively seeks to maintain a healthy and safe work environment
- Undertake other duties as advised by Director of Education

#### **Your Organisation**

- Recognise areas in which guidance and support is required from the Executive Manager and seek appropriate assistance
- Keep up to date with relevant industry information and best practice
- Comply with internal policies and procedures including the Code of Conduct
- Demonstrate the organisational values on a daily basis and proactively seek to maintain a healthy and safe work environment
- Commit to access and equity principles in carrying out work functions
- Actively participate in the organisation's Achievement Development Programme (ADP)

This position description describes in general terms the normal duties which the position is expected to undertake. However, the duties described may vary or be amended from time to time without changing the level of responsibility.

## Key Selection Criteria (Key to Success)

Successful candidate will demonstrate the best combination of the following characteristics;

- Project Management experience, contemporary theoretical knowledge of project management framework
- Ability to operate with autonomy showing organisational skills and time management
- Strong written and verbal communication skills
- Excellent computer and technology skills
- Sound understanding of financial management requirements
- Strong records management and high level administration skills
- Strong analytical skills with an eye for detail
- Ability to work flexibly and co-operatively within a multidisciplinary team demonstrating a high calibre interpersonal and influencing skills
- Experience in understanding and interpreting legal and legislative documents

## Qualifications and Requirements

### *Mandatory requirements*

- Project Management qualification or other relevant diploma/degree with relevant experience or lesser formal qualifications with substantial experience
- Excellent Microsoft Office skills
- Employee Victorian Working with Children and satisfactory Police Check
- A Current Victorian driver's license

### *Highly desirable requirements*

- Experience in delivering projects in a vocational education context

## Additional Information

- South West TAFE supports Equal Employment Opportunity and are committed to make diversity, equality and inclusion part of everything we do – from how we develop and deliver our courses, to how we build our diverse workforce. We actively encourage applicants from all backgrounds to apply
- South West TAFE is a child safe organisation focusing on the wellbeing and inclusion of children and young people
- Position, requirements, classification skill level required and conditions in accordance with South West Institute of TAFE (Specialist Staff) Enterprise Agreement 2023
- Statements included in this Position Description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all inclusive
- SWTAFE may alter this Position Description if and when the need arises to best suit the operation requirements of the position
- Any member of SWTAFE may be required to work at any site dependent upon business needs

	Authority level	Name	Date
<b>Prepared by</b>	Recruiting/Hiring Manager	John Finnerty	24/04/2025
<b>Approved by</b>	Department Executive Manager	Kathy Hall	
<b>P&amp;C review</b>	People & Culture	Lotty Cook	15/05/25
<b>Agreed by</b>	Incumbent		