

<b>Position Title</b>	Hive Coordinator – Innovation Specialist
<b>Portfolio</b>	Stakeholder Engagement
<b>Division</b>	Stakeholder Engagement
<b>Department/Cost Centre</b>	The Hive - 03520
<b>Classification</b>	Specialist Staff Level 5
<b>Position Number/s</b>	102082
<b>Reporting to</b>	Executive Manager – Stakeholder Engagement
<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 in Warrnambool, Portland, Hamilton & Colac, with facilities and services set to expand as the region grows. 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 Hive is a multi-purpose co-working, idea generating and small business incubator space. A place where budding entrepreneurs, small business owners or individuals with product ideas can come and collaborate to take innovative thoughts and turn them into reality.

The Hive will be the central entrepreneurial eco-system for community in south-west Victoria to connect and collaborate. The Hive will welcome and support likeminded programs and providers such as the Ideas Place, an initiative of the Warrnambool City Council. The Hive will support and foster job creation while stimulating the economy of South West Victoria.

This position will be part of the SWTAFE Stakeholder Engagement Portfolio, reporting to the Executive Manager Stakeholder Engagement.

### Position Overview (Your Opportunity)

Are you a person who gets excited about connecting people? Is interested in developing a space for entrepreneurs, industry and social innovators to connect? Has a flair for effective and targeted communications, customer engagement, loves innovation, smashes IT and digital presentation, business operations, strategy, and much more.

This position will be responsible for driving The Hive co-working space. You will set the right vibe for taking the entrepreneurial eco-system to the next level. You will engage with internal and external stakeholders, to achieve key objectives to ensure The Hive is successful. You will be engaging and open, a leader who demonstrates professionalism, efficiency and commitment to quality.

## 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**

- As the face of The Hive, you will be responsible for managing bookings and enquires, payments, scheduling, data collection, check-ins, tours, memberships and database, establishing a set of metrics for reporting across the ecosystem on event participation and other key measures.
- Manage and work collaboratively with key stakeholders to ensure the successful implementation and delivery of programs, goals and targets including but not limited to –library users, All SWTAFE Divisions and staff and students, all stakeholders and connections within the ecosystem. Using program objectives, outcomes and evaluation, design and develop workshops and learning tools to inform program development, and facilitate workshops.
- Manage the safety, presentation and security access of the co-working space for internal and external tenants. Including negotiating usage connecting users to opportunities within The Hive, and ensuring that all appropriate documentation is in place.
- Ensure that policies and procedures relating to facilities are followed, including induction, workplace health and safety for The Hive members and new tenants, and complete general office duties as required.
- Maintain a comprehensive knowledge of all relevant legislative, regulatory and contractual obligations as well as policies.
- A proactive approach, and proven time management skills, with a demonstrated ability to meet deadlines, achieve goals and to work concurrently on, and prioritise, multiple tasks and work schedules.

### **Your Organisation**

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

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

- Be open to change and be responsive and demonstrate attention to detail and commitment to quality
- Project and event management skills
- Previous experience as a business mentor, business development facilitator or similar work environment
- Experience and success in managing relationships to effectively lead, motivate and influence all management and staff at all levels, maintaining trust, respect, integrity, impartiality and confidentiality
- High level written and verbal communication skills
- Proven IT and digital presentation skills

## Qualifications and Requirements

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### *Mandatory requirements*

- Relevant Degree or relevant post graduate qualification ideally in Business or Innovation and Entrepreneurism, Project Management and/or Events & Marketing
- Lesser formal qualifications with substantial experience in a similar role will be considered
- Employee Victorian Working with Children and satisfactory Police Check

### *Highly desirable requirements*

- Substantial experience using Microsoft Office products and relevant industry software and programs

## Additional Information

- South West TAFE supports Equal Employment Opportunity and actively encourages Indigenous applicants to apply
- South West TAFE promotes the safety, wellbeing and inclusion of all children including those with a disability
- Position, requirements, classification skill level required and conditions in accordance with South West Institute of TAFE (Specialist Staff) Enterprise Agreement 2016
- Any member of SWTAFE may be required to work at any site dependent upon business needs
- The nature of this position may require the incumbent to work outside of the Ordinary Hours of Duty as prescribed by the above agreement, these may include some mornings, evenings and weekends.

	Authority level	Name	Date
<b>Prepared by</b>	Recruiting/Hiring Manager	.	8/09/2020
<b>Approved by</b>	Department Executive Manager	Stakeholder Engagement - Geraldine Lewis	8/09/2020
<b>P&amp;C review</b>	People & Culture	Reviewed	23/09/2019
<b>Agreed by</b>	Incumbent		