

Position Description

Position Title	Regional Manager – Colac Otway
Portfolio	Student Experience
Division	Student Experience
Department/Cost Centre	Colac Campus – 02510
Classification	Specialist Staff Level 8
Position Number/s	102546
Reporting to	Executive Manager – Student Experience
Supervises	NIL

Who is South West TAFE?

South West TAFE is an education hub with a difference. We bring innovative education and industry insider.

South West TAFE is where practical skills meet real opportunity. With over 150 industry-aligned courses, we help people build the confidence and capability they need to step into their future — whether that's a new job, a career change or further study.

SWTAFE campuses are situated on the lands of the Gunditjmarra, Kirrae Whurrong, Gulidjan peoples of the Eastern Marr nation, and the Tjap Wurrong and Bunganditj peoples. They are located throughout southwest Victoria in Warrnambool, Hamilton, Portland, Colac, Sherwood Park and a further delivery site at Glenormiston. They offer modern facilities, expert trainers and strong connections to local industry—so learning stays relevant, hands-on and flexible.

We're not just keeping up — we're staying ahead. And we're proud to be part of a region that's growing, evolving and inspiring change.

Division Overview

The Student Experience portfolio consists of Client Services, Student Services, Corangamite & Colac, Glenelg & Portland, and Grampians & Hamilton Regional Managers and all campus operations; Disability Support Services, as well as the Schools, Jobs and Pathways Division, incorporating the independent Skills & Jobs Centre.

The Student Experience Portfolio is an integral part of South West TAFE's commitment to providing exceptional support and resources for its students. The portfolio encompasses front-facing support departments including Enquiry, Enrolment & Student Administration, Disability Support, Literacy & Numeracy Support, Koorie Support, Wellbeing Support, the Skills & Jobs Centre, The Reconnect Program, and oversees three regional SWTAFE campuses. These departments collaborate to provide a holistic and inclusive student experience and aim to foster a supportive learning environment that empowers students to achieve their academic and career goals.

The Enquiry, Enrolment & Student Administration department assists prospective students with course information and application processes. Disability Support and Koorie Support offer specialised assistance and resources for students with disabilities and Aboriginal and Torres Strait Islander students respectively. These departments provide specialised assistance, advocacy, and resources to ensure that every student has equal access to education and opportunities for success.

The Literacy & Numeracy Support team improves foundational skills, and Wellbeing Support focuses on the mental, emotional, and physical well-being of SWTAFE students. The Skills & Jobs Centre provides career guidance, job placement, and industry connections. The Reconnect department plays a crucial role in supporting individuals who have become disengaged from education or employment.

The Student Experience Portfolio also ensures convenient access to education by overseeing three regional campuses in Colac, Hamilton, and Portland.

Position Overview (Your Opportunity)

As a senior position within the SWTAFE organisational structure the Regional Manager requires the vision and drive to strategise and facilitate innovative approaches to the delivery of educational services to the local and broader region.

The position contributes to the overall vision and planning for the future of SWTAFE, and works closely with SWTAFE Executive Team, and other stakeholders, to develop and implement strategies to meet the current and emerging training needs of the communities within the region. The Regional Manager works closely with the Koorie Liaison team to enliven the SWTAFE Reconciliation Action Plan and to ensure relevant priorities and challenges are represented in planning and operational activity.

The Regional Manager provides strategic leadership, leads regional industry engagement, supports the activities of all Teaching Departments and the School, Jobs and Pathways group, and is responsible for contributing to a high-quality student experience.

The Regional Manager actively models the values of SWTAFE. The role provides leadership and “on the ground” oversight of day-to-day operations, collaborating with other SWTAFE teams and managers to ensure appropriate resources, efficient administration and maintenance of the campus.

On a daily basis, the Regional Manager acts as the Institute’s representative on the campus for all SWTAFE related issues. Accordingly, the position may be assigned other tasks relating to the general management requirements of SWTAFE.

Key Accountabilities

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

- The development, implementation and monitoring of strategic and operational plans consistent with current and emerging vocational, education and training needs for the region and prepared in consultation with Executive Team, Teaching Division Managers and the Business Development Team.
- Establishing and maintaining links and partnerships with industry, educational providers, community organisations, First Nations communities, government and other regional stakeholders to ensure SWTAFE is visible and active in supporting community activities, remains relevant, responsive and client focused; and connects training needs of the region with current and future employment opportunities.
- Promoting the educational programs of SWTAFE to the local and broader region.
- Providing educational leadership by communicating with influence and acting in an advisory and interpretative role to deliver information, direction and guidance to management, campus staff and to industry stakeholders.
- Collaborating effectively with the SWTAFE management team to deliver against the strategic and operational initiatives of SWTAFE.
- Work closely with external and internal partners to support the development and implementation of innovative industry initiatives.
- Drawing on specialised knowledge, experience and expertise to provide high level operational oversight of staff and facilities.
- Working with a high degree of responsibility and autonomy, acting as the Institute’s agent and steward of its relationships with regional stakeholders.
- Liaise extensively with the SWTAFE management team to ensure the provision of appropriate, effective and timely services and strategies to students at the campus and across the region; and that protocols and processes are understood, implemented and maintained.
- Proactively lead and implement OH&S policies, procedures and processes throughout the campus ensuring accountability, performance, knowledge and responsibilities of these are maintained.
- Monitor operations against guidelines and procedures and maintain quality assurance processes to ensure compliance with relevant legislation, policy and procedure and the SWTAFE Code of Conduct.
- Utilise high level interpersonal, written and verbal communication skills including the ability to prepare reports and presentations, or proposals related to regional training demands, opportunities and outcomes for internal and external stakeholders
- Provide the Executive with quality advice based on stakeholder engagement and knowledge of the implications and impact of current policy upon the Vocational Education and Training (VET) sector and how these may in turn impact SWTAFE and the region.
- Support the work of the Skills and Jobs Centre and the Schools, Jobs and Pathways programs of SWTAFE by facilitating careers guidance advice to schools, clients and the broader community.

Your Organisation

- Recognise areas in which guidance and support is required from your line manager, teaching managers or executives and seek appropriate assistance
- Keep up to date with relevant industry information and best practice
- Comply with internal Institute policies and procedures including the Code of Conduct
- Demonstrate the organisation's values on a daily basis and proactively seek to maintain a healthy and safe work environment
- Commit to access and equity principles when carrying out work functions
- Actively participate in the Institute's Achievement and Development Program (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;

- Demonstrated capability to think strategically about regional education and training delivery and develop complementary operational plans that align with organisational plans, objectives and priorities.
- Demonstrated experience in leadership and management of staff, exhibiting significant initiative, sound judgement, and ability to negotiate effective outcomes in conflict situations.
- Experience in setting teaching and learning priorities in a regional context, and an understanding of current developments both in the VET sector and relevant industries and how these may impact regional TAFEs.
- Outstanding interpersonal, written and verbal communication presentation skills, including contributing to organisation-wide planning and policy development, research skills, and report preparation.
- Significant experience in communicating with influence and establishing strong links with industry, businesses, schools, community agencies, and other regional and State bodies.
- Demonstrated experience effectively collaborating across geographically dispersed organisational structures to achieve strategic and operational outcomes in a complex environment.

Qualifications and Requirements

Mandatory requirements

- Formal degree level qualifications, or relevant post graduate qualifications, in management or related discipline; and/or at least five years' experience in a strategic, management or leadership role.
- Employee Victorian Working with Children and satisfactory National Police Check
- A current Victorian Driver's Licence

Highly desirable requirements

- An understanding of current issues and developments in the Victorian TAFE system and the national VET sector
- A management or leadership qualification is highly desirable.
- Experience using Microsoft and Adobe Office products and relevant industry software and programs

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 OR Victorian TAFE Teaching Staff Agreement 2024
- 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

Position Description

	Authority level	Name	Date
Prepared by	Recruiting/Hiring Manager		
Approved by	Department Executive Manager		
P&C review	People & Culture		
Agreed by	Incumbent		

