

Position Title	Regional Equity Coordinator – Building Women Careers in Construction and Clean Energy
Portfolio	Education
Division	Education
Department/Cost Centre	Building Women Careers - 03607
Classification	Specialist Staff Level 7
Position Number/s	102939
Reporting to	Director of Education
Supervises	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 and Colac, with facilities and services set to expand as the region grows.

Our **Ambition** – A lifetime of opportunity for all.

Our **Role** – To provide education and training that enables students and our region to thrive.

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 Education portfolio is responsible for delivering education programs across the south west region and seeks opportunities across Victoria. The Education Portfolio consists of five teaching Divisions - Building, Construction and Smart Technologies; Industry Land and Engineering; Health and Community Services; Education and Creative Arts; and Business Food and Personal Services; along with the Education Partners, Education Projects, Industry, and Community Engagement teams. The portfolio works in collaboration with internal, industry and community stakeholders and partners, to establish and match exciting innovative and collaborative educational programs and training solutions to meet the current and emerging employment needs of the region.

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 organisation.

The Education portfolio 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 project 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)

As a specialist staff member within SWTAFE, the Regional Equity Coordinator - Building Women Careers in Construction is an experienced professional who will lead the implementation of the Great South Coast Building Women Careers in Construction and Clean Energy Program. The role will work with key industry partners and stakeholders; as well as teaching and non-teaching divisions across the Institute to identify, develop, and implement initiatives aimed at increasing women's and gender diverse people's participation in careers in construction and clean energy sectors. Working with key partners, the role will develop a set of employment resources focused on recruiting and retaining women and gender diverse people for construction and clean energy companies. The successful candidate will deliver industry workshops, and work with internal teaching departments to create a mini-vocational 'pre-apprenticeship' program and construction/clean energy industry entry skills passport as pathways for women looking to enter these sectors.

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

- Lead the development and delivery of the Great South Coast Building Women Careers in Construction and Clean Energy Program
- Convene and facilitate an industry working group to develop the Gender Inclusivity Employment (GIE) toolkit
- Liaise and support partner organisations on their implementation of the GIE toolkit and with other employers across the region
- Delivery of bi-monthly non-accredited GIE workshops and supporting leadership programs for employers across the region
- Liaise with project partners, including industry employers, community organisations, and educational institutions
- Establish and maintain strong relationships with key stakeholders to ensure successful project outcomes
- Facilitate the Women in Construction Community of Practice, including organising and leading workshops and meetings
- Support the development and design of a range of accredited and licensed short courses tailored for women and gender diverse people in the targeted industries, including supporting Gender Impact Assessments where needed
- Coordinate the delivery of the multi-trades accredited short course and other training programs
- Support the development and implementation of a detailed project plan, including risk management and compliance strategies
- Work in collaboration with other Institute managers to monitor project progress and ensure all milestones are met within the specified timelines
- Collect and analyse data to measure project outcomes and impact
- Maintain effective communication with all project participants and stakeholders, including progress reports and updates in line with the project's Stakeholder and Communication plan
- Ensure accurate record-keeping and financial management processes are in place.

Your Organisation

- Keep up to date with relevant information and industry best practice
- Recognise areas in which guidance and support is required from the Manager and seek appropriate assistance
- 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 organisations Achievement 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:

- High level knowledge of the workplace requirements and challenges of the construction and/or clean energy sectors
- Excellent understanding of gender equity issues and systemic barriers to women's and gender diverse people's participation in traditionally male-dominated industries
- Strong leadership and coordination skills with the ability to manage multiple tasks and priorities
- Excellent communication and interpersonal skills, with the ability to engage and influence a diverse range of stakeholders
- Excellent digital and written communication skills with demonstrated ability to review and develop business policies and procedures
- Proven ability to develop and deliver non-accredited training programs and workshops
- Strong analytical and problem-solving skills, with experience in monitoring and evaluating project outcomes, including compliance and risk management processes.

Qualifications and Requirements

The successful candidate will have the most suitable combination of the following skills and attributes

- A trade qualification in one of the following; building, engineering, electrotechnology, plumbing or renewable energy
- Four or more years industry experience in a relevant related trade area that included renewable energy work
- Recent experience in post-secondary education, training or learning and development delivery
- Recent experience in project coordination, particularly in construction, clean energy, or educational projects
- An Employee Victorian Working with Children and satisfactory Police Check
- Victorian drivers licence
- Vocational Teaching Qualification: An AQF4 or higher vocational teaching qualification (e.g. Certificate IV in Training and Assessment TAE40122)
- Digital Skills: Substantial experience using Microsoft Office products and related software
- Experience in Gender Equity and Diversity Initiatives: Proven experience in developing and implementing gender equity, disability or inclusivity initiatives within educational or industry settings
- Knowledge of Vocational Education and Training (VET) Sector: In-depth understanding of the VET sector, including curriculum development, accreditation processes, and industry partnerships

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
Prepared by	Recruiting/Hiring Manager		
Approved by	Department Executive Manager		

Position Description

P&C review	People & Culture		
Agreed by	Incumbent		