

<b>Position Title</b>	Regional Manager – Portland & Glenelg
<b>Portfolio</b>	Student Experience
<b>Division</b>	Student Experience
<b>Department/Cost Centre</b>	Portland Campus – 02110
<b>Classification</b>	Specialist Staff Level 8
<b>Position Number/s</b>	102545
<b>Reporting to</b>	Executive Manager – Student Experience
<b>Supervises</b>	NIL

## Who is South West TAFE?

South West TAFE (SWTAFE) is an education provider 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 businesses and industries, our courses are informed by industry experts and designed and taught by professionals.

With over 150 courses on offer, we are well suited to provide quality hands-on training for the region’s major business and industry sectors. Our teachers, training facilities, support services and direct links with industry are recognised as 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** – Education that Creates a lifetime of opportunity for all.

Our **Purpose** – We provide accessible and equitable training and education opportunities that enable our students, industry partners and communities to flourish.

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.

By integrating SWTAFE’s purpose and values we work collaboratively, cleverly, creatively and courageously with the communities and industries of South West Victoria and beyond. Our goal is to sustainably meet our region’s training needs, create innovative learning opportunities, and support new and emerging markets.

## 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.

These departments provide specialised assistance, advocacy, and resources to ensure that every student has equal access to education and opportunities for success.

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, Education portfolio 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, Student Engagement and Support Departments, and is responsible for contributing to a high- quality student and campus 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.

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### **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.
- Support staff working from Regional Campuses and promote a positive work environment
- Ensure the Regional Campus operates smoothly through daily operational decision-making
- Develop and manage the campus budget while tracking expenditures to ensure adherence to financial goals
- Coordinate maintenance support in order to address any facility-related issues

## 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 License

### Highly desirable requirements

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

## 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 2021

- 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	Susan Pettigrew	11/05/2024
<b>Approved by</b>	Department Executive Manager	Susan Pettigrew	11/05/2024
<b>P&amp;C review</b>	People & Culture		
<b>Agreed by</b>	Incumbent		