

Position Title	Head of Industry & Community Engagement
Portfolio	Education
Division	Industry & Community Engagement
Department/Cost Centre	Industry & Community Engagement – 01890
Classification	Common Law
Position Number/s	102784
Reporting to	Executive Manager - Education
Supervises	Business Development Officer, Industry & Community Engagement Officer, Industry & Community Support Officer

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 education that creates a lifetime of opportunity for all.

Our **Purpose** is to 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.

Division Overview

The office of the Executive Manager – Education is responsible for working in collaboration with internal departments, external industry, 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 portfolio 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 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 sources to understand current and emerging employment and educational trends and uses relevant data to support business case applications. The outcomes of this engagement and research are reported to the Executive Management Team, the Institute Board and its relevant sub-committees as well as relevant stakeholders across the region.

The Education Portfolio explores new ideas and solutions to enhance current and emerging workplace productivity, and on behalf of the Institute and our partners seeks 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 approve 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)

The Head of Industry & Community Engagement is a part of the Institute Leadership Team, who will lead the organisation's Industry Engagement and Business Development team. The role will require a dynamic, forward thinking professional who has strong interpersonal skills and who can support growth in training delivery areas which meet our customers' training needs with support of innovative customer focus delivery programs across the South West Region.

The position operates highly autonomously reporting directly to the Executive Manager – Education. The role will also work closely with the Head of Divisions and Teaching Education Managers across the Education Portfolio to provide strategic and management expertise on opportunities relating to current emerging training needs and commercial activity and community aspirations, and gain the understanding of future emerging markets across the south west region.

As a Leadership position within the Institute, the position of Head of Industry & Community Engagement requires an experienced and innovative educational professional with:

- initiative, sound judgement and high-level strategic planning skills to grow SWTAFE's market share
- the vision and drive working in collaboration with the education divisions to develop industry-focused, flexible, innovative teaching and educational services for industry and the community.
- empathetic and robust people-management skills
- strategic understanding and acumen
- an excellent knowledge of the region's industry sectors to provide opportunities for educational and training, with the capacity to quickly establish how the Institute may best respond to these needs
- the ability to establish, negotiate with and consult with government, education and business contacts, and develop and maintain these relationships.

This position also engages with communities and Industries across the south west Victoria to understand the current and emerging employment needs of the region and align these with current training pathways and programs in consultation with the Head of Divisions.

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

- Identify and negotiate training opportunities to enhance the Institute's commercial activities and investigate, research, negotiate, plan and build sustainable commercial business models and partnerships across the South West Region.
- Develop and maintain effective links/partnerships with industry and community networks and provide expert advice to identified industries on training programs, products and services necessary to meet educational and training needs.
- Implementation and management of the South West TAFE Industry Connect program to establish and maintain mutually beneficial partnerships and relationships with a range of industry stakeholders.
- Work in collaboration with the appropriate teaching departments and develop, manage and monitor external and workplace-based training contracts to ensure a high standard of delivery quality and compliance with ASQA, government contractual and legislative requirements.
- Leverage partnerships with industry employers and community that create opportunities for students and improve the performance of the Institute.
- Embed a strong commercial and customer-centric focus across the Institute to improve attraction, engagement and retention of students and customers.
- Develop and drive proactive and innovative ways of engaging markets, attracting students and positioning of SWTAFE as the major regional vocational training provider.
- Achieve operational excellence to increase efficiency, manage costs and drive continuous improvement to optimise business revenue outcomes.
- Implement the effective operation of the Institute's customer services and student engagement functions encompassing the engagement and support of students through the enquiry, application and enrolment stages of the student journey.
- Increase flexibility across course offerings and delivery modes to meet our customer's needs.
- Monitor the Institute's sub-contracting arrangements to ensure compliance with the 2024 Skills First Contract and other commercial contracts.
- Engage with the Victorian Skills Authority to achieve alignment with local employment and skill needs.

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;

- A demonstrated capacity to lead and work in collaboration to grow SWTAFE market share across the region.
- A clear vision for engaging with industry and the community to understand current and emerging employment and training needs.
- Demonstrated ability to manage and work innovatively with industry to develop strong relationships to support grow and training opportunities for industry and community stakeholders.
- Work with the leadership team with a strategic framework that also meet financial and operational targets.
- Outstanding interpersonal, written and verbal communication skills and problem solving skills including the ability to negotiate effectively and work through issues constructively with staff, students and relevant stakeholders.

Qualifications and Requirements

Mandatory requirements

- A relevant qualification in education or business development to support engagement of industry training partnerships and customer / student engagement.
- A relevant management qualification or leadership and management experience at a senior level, preferably in an educational environment.
- Certificate IV in Training and Assessment.
- Employee Victorian Working with Children Check and a satisfactory National Police Check.
- Current Drivers Licence.

Highly desirable requirements

- Understanding of current issues and developments in the Victorian TAFE system and the nation VET sector.
- Experience working with industry professionals.

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 2021
- 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	Executive Manager - Education		
P&C review	People & Culture		
Agreed by	Incumbent		