

Position Title	Manager – Clean Energy Initiatives
Portfolio	Strategy, Research & Clean Economy Innovations
Division	Strategy, Research & Clean Economy Innovations
Department/Cost Centre	Strategy, Research & Clean Economy Innovations – 05006
Classification	Specialist Staff Level 8
Position Number/s	102830
Reporting to	Director – Strategy, Research & Clean Economy Innovations
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 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 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 Strategy, Research & Clean Economy Innovations portfolio is responsible for identifying, researching, communicating and implementing strategic initiatives, programs, and policies that align with SWTAFE's strategic and operational plans. The portfolio works with teaching and non-teaching divisions to research and prepare relevant business cases, grant applications and submissions to government and other stakeholders.

A key objective of portfolio is to identify, develop and implement clean and renewable energy educational projects in collaboration with our industry and community partners. This collaborative approach will ensure the delivery of high-quality skills training that meet the current and emerging needs of the region.

Position Overview (Your Opportunity)

As a leader within SWTAFE, the Manager - Clean Energy Initiatives is an experienced renewable energy professional who will lead the implementation of South West Victoria's Clean Energies Training Project. The role will support the Director - Strategy, Research and Clean Economy Initiatives; and work with teaching and non-teaching divisions to identify, develop and implement new clean energy initiatives.

The position is responsible for identifying current, emerging and future clean energy initiatives relevant to South West Victoria and SWTAFE. The role will have responsibility for sourcing new curriculum programs and related resource management that includes the development pathways for teaching staff and management.

This role is accountable for the establishing strong relationships with key clean energy stakeholders, including those in industry, education and government, to identify the most appropriate programs for development and delivery in south west Victoria. The position is responsible for ensuring that SWTAFE is actively working to meet the Victorian government's expectations for TAFEs in supporting the state's greenhouse gas emissions reduction targets.

The role specifically includes overseeing: learning and assessment resources development, implementation and piloting of the Course in Fuel Cell Heavy Vehicle Operations program; the assessment of potential new clean energy programs, and identifying and facilitating teaching staff development. The position provides support, direction and guidance to relevant Heads of Division and Teaching Education Managers.

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

- Identifying current, emerging and future clean energy initiatives relevant to South West Victoria and SWTAFE
- Establishing new partnership agreements with major regional energy project developers and providers
- Identifying potential new clean or renewable energy courses of relevance to SW Victoria
- Establishing partnerships or agreements with other TAFEs and training providers to enable access to, re-development of existing course resources, or development of new learning and assessment resources
- Working with key internal stakeholders to identify new opportunities; and identifying future staffing, resourcing and infrastructure needs
- Contributing to the development of future funding submissions or business cases related to clean energy initiatives
- Lead the development of new training and assessment resources for renewable energy projects
- Contribute to the activities of relevant energy related Skills Labs and Worker Trainer Centre initiatives
- Lead the implementation of the heavy vehicle fuel cell operations training pilot
- Develop clean energy initiative policies and strategies as required
- Meet with the teaching divisions and lead the development clean energy initiatives to support new and emerging quality educational programs
- Display significant initiative, sound judgment and reliable leadership at all times in carrying out the requirements of the position
- Provide leadership, motivation and mentoring across SWTAFE in relation to clean energy technologies and their applications
- Manage sensitive and confidential information, as well as the ability to use initiative to identify appropriate and relevant solutions to specific issues
- Utilise a professional body of knowledge to determine strategies and programs to facilitate the delivery of superior programs and services to client groups
- Liaise and negotiate effectively and persuasively with the internal and external stakeholders as appropriate, on sensitive and complex issues to gain commitment to agreed educational and operational outcomes
- Develop professional skills and abilities of self and others to ensure there is ongoing capacity to ensure student, educational and organisational goals are achieved
- Where required, attend relevant SWTAFE and industry events

Your Organisation

- Recognise areas in which guidance and support is required from the Manager and seek 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 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:

- Demonstrated experience in researching, identifying and implementing appropriate solutions for workplace challenges in the clean energy sector
- Clear vision and demonstrated ability to develop new clean energy technologies training programs appropriate for the vocational education and training environment
- Proven experience in leadership, change management, communicating complex ideas and achieving project outcomes through working with others
- Demonstrated ability to promote new clean energy programs within the region and beyond including the ability to negotiate effectively with industry, education and regional stakeholders
- Strong digital skills, and high level of interpersonal, written and verbal communication skills

Qualifications and Requirements

Mandatory requirements

- A relevant degree in management and leadership, project management or, electrical engineering, or manufacturing
- At least two years of recent experience in a post-secondary educational, training or learning and development setting
- At least two years of recent experience in the renewable energy sector
- An Employee Victorian Working with Children and satisfactory Police Check
- Victorian drivers licence

Highly desirable requirements

- An AQF4 or higher vocational teaching qualification (eg Certificate IV in Training and Assessment TAE40122)
- Substantial experience using Microsoft Office products and relevant industry software and programs
- Post-graduate research experience.

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		
P&C review	People & Culture		
Agreed by	Incumbent		