

Position Title	Workforce Development Officer
Portfolio	CEO
Division	People & Culture
Department/Cost Centre	People & Culture - 04300
Classification	Specialist Staff Level 6
Position Number/s	102612
Reporting to	Manager – People & Culture
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 People & Culture team lead our staff capability, purpose and values that assists South West TAFE in achieving its strategic plan. We do this by:

- Developing strategies designed to attract, retain and engage our workforce;
- Supporting our staff with recruiting, corporate inductions and professional development events;
- Promoting and developing a high performance culture across the organisation;
- Modelling a practice of engagement and collaboration with our staff;
- Managing staff payroll, WorkCover and return to work activity.

Position Overview (Your Opportunity)

This role reports to the Manager – People & Culture and works with the organisation to build and implement Learning & Development solutions in line with business needs.

The position provides recommendations and solutions covering specific areas of Learning & Development, including training needs analysis, training delivery, training vendor relationship management, course participation management, training logistics, and/or other services.

Additionally, it provides interpretation and counsel to the organisation regarding Learning & Development policies, programs and practices.

To remain current the role requires researching issues and developing Learning & Development solutions to resolve business issues. Maintaining quality in current systems is crucial as well as developing and implementing new Learning & Development policies, plans, practices and programs to meet organisational and Management needs.

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

- Coordinate and analyse the collection of general information, statistical data and develop appropriate reports to be provided to the CEO and Manager – People & Culture internal working groups, government agencies and other relevant authorities necessary to meet reporting and funding obligations.
- Manage the annual workforce development budget using a strategy and priority list to produce appropriate and strategic expenditure of the budget.
- Plan, communicate and implement the People Matter Survey across the organisation, including the results, staff engagement forums and future continuous improvement planning.
- Manage and monitor staff professional development activities, including all administrative functions: training applications; requisitions and registrations; budgetary arrangements; staff participant and event records; statistics; and, reporting.
- Liaise with internal marketing staff to ensure that activities of the Institute are scoped, and regularly and positively reported in the local and wider media as required.
- Establish and maintain effective working relationships with external clients at all levels, maintain and develop networks and liaise with government agencies, suppliers and contractors to meet the Institute's business requirements.
- Coordinate and monitor contractual reporting requirements within the Office of the CEO portfolio of workforce development data for the Department of Education.
- As a key member of various workforce, development and wellbeing teams, tasks required include:
 - Administrative support for the committees involving workforce development
 - Manage the planning and event coordination of the annual staff conference
 - Event co-ordination of all workforce training events.
 - Develop and manage workforce development strategies, processes and activities to ensure appropriate professional development of staff across the Institute.
 - Research, develop and implement effective workforce development initiatives and activities to ensure appropriate training, skilling and cross-skilling of staff
 - Develop and support administration of annual SWTAFE Online training modules
 - Develop proposals for stimulating leadership development programs and the development of leadership capability and succession planning
 - Coordinate the development and implementation of the Workforce Development Plan, including report preparation and dissemination to designated committees including Board of Studies, Institute Leadership Team and the Staff Wellbeing and Development Group.
 - Plan and develop workforce training programs, ensuring compliance with applicable local, state, and federal policies and legislation
 - Assist in the preparation of service delivery contracts and training agreements for external agencies
 - Maintain current templates and application forms for Workforce Development activities
 - Network with organisations in relation to workforce development, staff satisfaction and wellbeing for similar public service providers and staffing model.

Your Organisation

- Recognise areas in which guidance and support is required from the 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;

- Experience in workforce development planning, professional development and forum facilitation of activities and workshops to key stakeholders.
- Strong knowledge of adult learning principles and the ability to develop and deliver Learning & Development programs.

- Highly developed communication skills, with demonstrated ability to build strong relationships with internal and external stakeholders.
- Extensive experience of the full lifecycle of Project Management (including events planning), including research and data collection, result analysis, and the production of professional visual communication concepts.
- Demonstrated ability to meet deadlines, achieve goals and to work concurrently on, and prioritise, multiple tasks and work schedules. Flexibility with working arrangements is essential.

Qualifications and Requirements

Mandatory requirements

- A degree in human resources or business administration (or similar discipline) with relevant experience or lesser formal qualifications with substantial experience. Expertise in human resources or learning & organisational development environment may be considered
- Project Management and associated administration experience
- Advanced competency in the use of the Windows operating environment, including a sound operational knowledge of the MS Office and similar digital systems
- Employee Victorian Working with Children and satisfactory Police Check

Highly desirable requirements

- Experience in the Vocational Education & Training (VET) Industry and/or educational environment
- Knowledge of Adobe products, Smartsheet, SWTAFE Online (Moodle) and Culture Amp

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	Employee		