

Position Title	Manager - Education Partners
Portfolio	Education
Division	Education Partners
Department/Cost Centre	Education Partners - 05600
Classification	EM2
Position Number/s	102486
Reporting to	Executive Manager - Education
Supervises	Education Partners Team

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 Gunditjmara, 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.

Portfolio Overview

The Education portfolio includes Education Partners.

The division is committed to our vision of providing a lifetime of opportunity for all. We work in collaboration with industry, community partners and government stakeholders to establish exciting, innovative and collaborative projects that aim to meet the current and emerging employment needs of the region.

Our role is to provide education and training that enables students and our region to thrive through providing clear pathways that align to our students' ambitions, allowing them to achieve their reason for studying, and providing safe, accessible and supported learning.

We have bold aspirations to grow our student cohort as well as our partnerships with industry and community in line with our strategic plan, aiming to achieve best practice outcomes

Position Overview (Your Opportunity)

The Manager – Education Partners provides leadership and direction to the Education Partners team to ensure the needs of South West TAFE Education Portfolio that work to build the staff capability and teaching quality standards across the scope of registration.

The Manager – Education Partners manages the operations, performance and ongoing development of the Education Partners department. This team supports the Education portfolio to ensure that teaching staff receive the guidance they need to successfully undertake their roles.

The position provides leadership of various strategic and operational committees to improve and guide education staff in all roles to achieve high performance and quality expectations.

This position also manages the Learning Technologist who administers SW TAFE Online that has programs across all SWTAFE portfolios.

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

- Oversee all workflow and team accountability, in consultation with the Executive Manager
 - Work closely with the RTO Governance and Audit, Risk & Compliance teams to build high performing teaching staff and teaching support staff.
 - Attend and participate in TAS Panel's as a key member.
 - Effectively lead the Assessment review panel
 - Oversee Teaching Workforce capability, including Teacher, and Teaching Education Manager inductions and manage any aligned teacher capability projects from the department or other funding bodies.
 - Manage the department budget as the financial delegated authority for the team
 - Actively manage the team's organisation's Achievement Development Program (ADP)
 - Manage competing priorities, work to tight timelines and multi task in order to meet the demands of the position
 - Ensure service excellence through setting professional standards and measuring outcomes against them on a regular basis
- Maintaining a polite and considerate approach when dealing with all staff, students, customers and community members

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 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.

Intrastate travel will be regularly required.

Key Selection Criteria (Key to Success)

Successful candidate will demonstrate the best combination of the following characteristics;

- Demonstrated experience in change and project management, the ability to establish effective working relationships which motivate and gain co-operation from key stakeholders as well as the ability to negotiate effectively and work through issues constructively with relevant stakeholders.
- A proactive approach, and proven time management skills, with a demonstrated ability to meet deadlines, achieve goals and to work concurrently on, and prioritise, multiple tasks and work schedules.
- Understanding of the concept of "One team" with strong leadership, team building and staff management skills including coaching, mentoring and performance improvement.
- Highly developed interpersonal and written and verbal communication skills, demonstrated experience in leadership and staff management and an understanding of current and contemporary developments in the areas of responsibility

Qualifications and Requirements

Mandatory requirements

- Completion of a certificate and demonstrated relevant experience or equivalent relevant experience in adult educational leadership or management
- Employees with lesser formal qualifications and relevant knowledge of the job or experience may be considered
- Certificate IV in Training and Assessment
- Variations of the above points will be considered
- Employee Victorian Working with Children and satisfactory Police Check
- Current Victorian Driver's license
- Substantial experience using Microsoft Office products and relevant industry software and programs

Highly desirable requirements

- A relevant management qualification.
- Recent experience in VET course compliance and audit and risk.
- Experience in development of teachers/trainer's capability and educational skills development.
- Experience in Mentoring

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 Victorian TAFE Teaching Staff Agreement 2024
- 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	Kathy Hall	28/10/2025
P&C review	People & Culture	Jenny Hearn	28/10/2025
Agreed by	Employee		