

Position Title	Operations and Administration Coordinator
Portfolio	Corporate Services
Division	Tech School Project
Department/Cost Centre	Tech School Project - 03110
Classification	PACCT Level 6
Position Number/s	103107
Reporting to	Director – South West Tech School
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.

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 South West Tech School is a State Government key initiative in establishing Victoria as the Education State, where all Victorians can access high-quality education and training, regardless of their background, circumstances or postcode. As a centre of science, technology, engineering and mathematics (STEM) excellence, the South West Tech School will engage students from 26 partner schools in a high-tech learning environment that connects schools and industry in contemporary learning programs that challenge students to solve problems in a real-world context.

Programs focus on preparing students for a changing world, strengthening employability skills and linking the focus of secondary education to growing industries within the region as well as giving students a taste of higher education and potential career pathways.

Position Overview (Your Opportunity)

The Operations and Administration Coordinator ensures smooth day-to-day operations, administration, and stakeholder liaison for the South West Tech School. Responsibilities include managing bookings, calendars, meetings, records, and compliance; coordinating facilities, assets, contractors, events and tours; maintaining digital assets (website, CRM, LMS, social media) and producing reports and presentations for governance and funding; tracking data and supporting grants; and fostering a safe, inclusive, child-safe culture. The role collaborates across Tech School leadership, partner schools, industry and community, driving process improvement and exemplary customer service. Strong communication, project administration, and digital capability are essential, with experience in education settings highly regarded. The position also supports the Director with scheduling, reporting cycles, minutes, and committee papers, and upholds OHS requirements.

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

- Support development and implementation of operational policies, procedures and compliance requirements.
- Maintain digital assets, including website, CRM, LMS, booking systems, and social media content.
- Coordinate facilities, assets, contractor engagement, events and program bookings.

- Provide administrative support, including scheduling, meeting papers, minutes, reporting and governance tasks.
- Support data collection, analytics, presentations, and periodic reporting, including grant applications and acquittals.
- Manage stakeholder relationships with partner schools, industry, community groups, and internal teams.
- Coordinate digital communications, marketing content, and social media presence.
- Maintain records, registers and systems related to operations, risk, budgets, bookings and projects.
- Ensure operational and safety compliance, including OHS processes and contractor oversight.
- Contribute to process improvement, operational planning, and project coordination across Tech School initiatives.

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 daily 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 that 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 operational coordination within an educational or similar complex environment, including managing schedules, facilities, bookings, contractors, and event logistics.
- Highly developed administrative, organisational and record-management skills, with proven ability to manage competing priorities, maintain accurate documentation, and support governance processes such as meeting papers, minutes, reporting cycles and compliance requirements.
- Strong digital capability, including experience maintaining websites, CRMs, LMS platforms, online collaboration tools, and social media/marketing channels; ability to curate digital assets and produce data-informed reports and presentations.
- Excellent written and verbal communication skills, with the ability to engage professionally and collaboratively with staff, students, partner schools, industry, community stakeholders and internal leadership teams.
- Demonstrated project coordination experience, including planning, tracking milestones, supporting continuous improvement, preparing documentation, and contributing to operational and strategic initiatives.
- Proven ability to build and maintain strong stakeholder relationships, providing exemplary customer service and acting as a key liaison across internal and external partners.
- Experience in monitoring OHS practices, coordinating safe operations, and ensuring contractor and facility compliance in line with organisational policies and child-safe principles.
- Ability to work autonomously and as part of a team, showing initiative, adaptability, problem-solving skills, and a commitment to high-quality service, continuous improvement, and organisational values.

Qualifications and Requirements

Mandatory requirements

- Formal qualifications in administration, digital media, project management, or related disciplines; or lesser formal qualifications with substantial experience and management expertise in technical or administrative fields; or an equivalent combination of relevant experience and/or education/training
- Working with Children Check and a satisfactory Police Records Check

Highly desirable requirements

- Current Victorian driver's licence
- Ability to analyse data, solve technical problems, and apply innovative approaches
- Experience assisting STEM educators by undertaking specific support tasks
- Experience building industry, school, or community partnerships to enhance STEM programs

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 PACCT Staff Agreement 2025
- 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 operational 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	Rohan Keert	14/12/2025
Approved by	Department Executive Manager		
P&C review	People & Culture	General Review	22/01/2026
Agreed by	Employee		