

Position Title	Regional Manager – Hamilton & Grampians
Portfolio	Student Experience
Division	Student Experience
Department/Cost Centre	Hamilton Campus – 02210
Classification	Specialist Staff Level 8
Position Number/s	102546
Reporting to	Executive Manager – Student Experience
Supervises	Student Wellbeing Support Officer

Who is South West TAFE?

South West TAFE (SWTAFE) is an education provider 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 businesses and industries, our courses are informed by industry experts and designed and taught by professionals.

With over 150 courses on offer, we are well suited to provide quality hands-on training for the region's major business and industry sectors. Our teachers, training facilities, support services and direct links with industry are recognised as second to none.

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 further delivery site at Glenormiston.

Our **Vision** – A lifetime of opportunity for all

Our **Role** – To provide education and training that enables students and our region to thrive.

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.

By integrating SWTAFE's purpose and values we work collaboratively, cleverly, creatively and courageously with the communities and industries of South West Victoria and beyond. Our goal is to sustainably meet our region's training needs, create innovative learning opportunities, and support new and emerging markets.

Division Overview

The Student Experience Portfolio is an integral part of South West TAFE's commitment to providing exceptional support and resources for its students. The portfolio encompasses front-facing support departments including Student Administration, Disability Support, Literacy & Numeracy Support, First Nations Support, Wellbeing Support, the Skills & Jobs Centre, The Reconnect Program, and oversees three regional SWTAFE campuses across Portland, Hamilton and Colac. These departments collaborate to provide a holistic and inclusive student experience and aim to foster a supportive learning environment that empowers students to achieve their academic and career goals.

These departments provide specialised assistance, advocacy, and resources to ensure that every student has equal access to education and opportunities for success.

Position Overview (Your Opportunity)

As a senior position within the SWTAFE organisational structure the Regional Manager requires the vision and drive to strategise and facilitate innovative approaches to the delivery of educational services to the local and broader region. The position contributes to the overall vision and planning for the future of SWTAFE, and works closely with SWTAFE Executive Team, and other stakeholders, to develop and implement strategies to meet the current and emerging training needs of the communities within the region. The Regional Manager works closely with the First Nations team to enliven the SWTAFE Reconciliation Action Plan and to ensure relevant priorities and challenges are represented in planning and operational activity.

The Regional Manager provides regional strategic insight, leads regional industry and community engagement, supports the activities of all teaching Departments and the Student Engagement team, and is responsible for contributing to a high-quality student experience.

The role of the Regional Manager is essential to the success of our regional operations. As strategic leaders with diverse responsibilities, Regional Managers are key to achieving organisational targets and driving regional growth. Their roles are multi-dimensional and are involved across multiple areas of the organisation to ensure the regional campuses remain vibrant, responsive, and aligned with the needs of local industries and communities. SWTAFE's Regional Campuses have their own identity within the region, and Regional Managers are pivotal in growing the community awareness of the campus and becoming the recognised first point of contact for training within their respective regions of South West Victoria.

The Regional Manager actively models the values of SWTAFE. The role provides leadership and “on the ground” oversight of day-to-day operations, collaborating with other SWTAFE teams and managers to ensure appropriate resources, efficient administration, marketing and presentation of the campus.

Daily, the Regional Manager acts as the organisation's representative on the campus for all SWTAFE related matters. Accordingly, the position may be assigned other tasks relating to the general management requirements of SWTAFE. The Regional Manager will be required to travel across the region to fulfil SWTAFE duties.

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

- **Strategic Leadership & Planning:** Drive the creation and execution of regional strategic and operational plans that anticipate future vocational education needs. Develop robust business cases and ensure alignment with SWTAFE's organisational priorities, collaborating closely with Executive, Teaching, and Business Development teams to deliver sustainable growth.
- **Regional Business Development:** Actively identify and pursue opportunities to expand SWTAFE's footprint in the Hamilton & Grampians region. Build strategic partnerships with local industries, employers, and community organisations to create new training programs, secure funding opportunities, and strengthen SWTAFE's role as a key driver of regional economic development.
- **Community & Industry Partnerships:** Serve as SWTAFE's ambassador by forging strong, long-term relationships with schools, First Nations communities, government agencies, and local organisations. Champion SWTAFE's presence through active participation in community forums, school engagement programs, and industry events to position the campus as the first choice for training and education.
- **Regional Training Solutions & Workforce Development:** Lead initiatives to identify and respond to current and emerging workforce needs. In collaboration with teaching departments, oversee project delivery for new training programs, including talent acquisition for teaching roles, and collaborate on innovative industry partnerships that strengthen regional capability and employment outcomes.
- **Campus Operations & Resource Management:** Provide hands-on leadership for the Hamilton campus, ensuring smooth day-to-day operations. Manage budgets effectively, monitor expenditure, and coordinate maintenance and facility upgrades to maintain a safe, welcoming, and high-performing learning environment.
- **Staff Management & Collaboration:** Supervise and support staff working on campus, fostering a positive and productive work environment. Provide line management support to the campus-specific Student Wellbeing Support Officer, enabling autonomy and effective delivery of regionally responsive wellbeing activities. Collaborate with other SWTAFE managers to ensure consistent leadership, clear communication, and alignment of priorities across regional operations.
- **Communication, Marketing & Representation:** Serve as the key communication conduit between regional staff and SWTAFE leadership. Contribute to marketing campaigns, regional promotions, and success stories that showcase student achievements and reinforce SWTAFE's reputation as a trusted education provider.
- **Compliance, Safety & Quality Assurance:** Champion a culture of safety and compliance by implementing OH&S and emergency management protocols. Monitor campus operations against legislative requirements and SWTAFE policies, ensuring quality assurance processes are embedded and consistently applied.
- **Reporting, Analysis & Strategic Advice:** Prepare high-quality reports, proposals, and presentations that inform decision-making. Provide expert advice on policy changes and regional trends, ensuring SWTAFE remains agile and responsive to sector developments.
- **Student & Staff Engagement:** Foster an inclusive and positive campus culture that prioritises student success and staff wellbeing. Support programs such as Skills & Jobs Centre and VET Delivered to Secondary Schools, ensuring regional students have access to career guidance and pathways to employment.

Your Organisation

- Recognise areas in which guidance and support is required from your line manager, teaching managers or executives and seek appropriate assistance
- Keep up to date with relevant industry information and best practice

- Comply with internal Institute policies and procedures including the Code of Conduct
- Demonstrate the organisation's values daily and proactively seek to maintain a healthy and safe work environment
- Commit to access and equity principles when carrying out work functions
- Actively participate in the Institute's Achievement and 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 capability to think strategically about regional education and training delivery and develop complementary operational plans that align with organisational plans, objectives and priorities.
- Demonstrated experience in leadership and management of staff, exhibiting significant initiative, sound judgement, and ability to negotiate effective outcomes in conflict situations.
- Experience in collaborating with teaching departments to set training and learning priorities in a regional context, and an understanding of current developments both in the VET sector and relevant industries and how these may impact regional TAFEs.
- Outstanding interpersonal, written and verbal communication presentation skills, including contributing to organisation-wide planning and policy development, research skills, and report preparation.
- Significant experience in communicating with influence and establishing strong links with industry, businesses, schools, community agencies, and other regional and State bodies.
- Demonstrated experience effectively collaborating across geographically dispersed organisational structures to achieve strategic and operational outcomes in a complex environment.
- Understands the importance of 'campus culture' and student success.
- Demonstrate high-level Business Development acumen

Qualifications and Requirements

Mandatory requirements

- Formal degree level qualifications, or relevant post graduate qualifications, in management or related discipline; and/or at least five years' experience in a strategic, management or leadership role.
- Employee Victorian Working with Children and satisfactory National Police Check
- A current Victorian Driver's Licence

Highly desirable requirements

- An understanding of current issues and developments in the Victorian TAFE system and the national VET sector
- A management or leadership qualification is highly desirable.
- Experience using Microsoft and Adobe Office products and relevant industry software and programs such as a customer relationship management system.
- 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 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	Susan Pettigrew	12/03/26
Approved by	Department Executive Manager	Susan Pettigrew	12/03/26
P&C review	People and Culture	General Review	12/03/26
Agreed by	Employee		