

Position Title	Schools Partnership Lead
Portfolio	Education
Division	Business, Industry and School Engagement
Department/Cost Centre	VETDSS - 04202
Classification	PACCT Level 7
Position Number/s	103064
Reporting to	Head of Division - Business, Industry and School Engagement
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 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 Business, Industry and School Engagement

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 responsibilities of the Schools Partnership Lead include oversight and supervision of the SWTAFE VETDSS (Vocational Education & Training Delivered in Secondary Schools) programs.

The main purpose of this role is to manage all VETDSS delivery arrangements, ensuring they are compliant with SWTAFE accredited delivery processes, alongside providing a high-quality service to all secondary schools across the region. The position includes coordinating the work flow from student enrolments to outcome of training. Coordinating and monitoring a range of high-level administrative tasks associated with the compliance and delivery of commercial teaching programs and the teaching resources required for delivery.

To succeed in this role, you should have excellent time management and communication skills, as you'll collaborate with clients and internal teams to deliver results on deadlines. You will require a high level of operational administrative skills to coordinate the VETDSS programs, which includes coordinating the work flow from student enrolments to graduation and other high-level administration tasks.

The Schools Partnership Lead will work closely and comprehensively with our Teaching Departments to provide strategic guidance in relation to the delivery of VETDSS programs to schools across the region and Schools across the region. You will perform various coordinating tasks, such as risk management, maintaining documentation and

handling queries about delivery methods and qualifications. To be effective, the Schools Partnership Lead must have a sound understanding of operations of the relevant teaching departments and VCE requirements specifically related to VETDSS delivery.

A client and customer service focus are pivotal to the role. The position liaises with teaching and non-teaching staff from other divisions, teaching centres and departments to fulfil the requirements of the position, as well as external staff at schools across the region and with the Department of Education.

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

- Be accountable for the coordination and compliance of SWTAFE's Auspiced VETDSS delivery, including managing effective relationships with schools across the region.
- Work in conjunction with the Head of Business, Industry and School Engagement to develop and deliver VETDSS operational plans and annual schedule of activity, within agreed scope and budget
- In conjunction with the Teaching Managers, manage, advise and provide strategic guidance in relation to the delivery of VETDSS programs to schools across the region
- Ensure that effective VETDSS reporting mechanisms are implemented that meet the needs of the SWTAFE Board and Executive Team
- Develop and maintain effective communication and consultation processes with internal and external stakeholders including schools, The Department of Education, SWTAFE staff, Institute Leadership Team and students
- Build, nurture and manage relationships between relevant teaching areas and school VET teaching staff and coordinate the growth of VETDSS programs across the region
- Manage high level administration & compliance for VETDSS including records maintenance, document control, preparing reports, and other relevant information as required.
- Monitor and follow up the evidence of student monthly participation on the student management system.
- Provide high quality customer service and accurate advice by maintaining a thorough knowledge of all VETDSS courses delivered, for both internal and external enquiries, including new and prospective students, employers and other SWTAFE clients and contacts.
- Maintain comprehensive knowledge of all relevant legislative, regulatory and contractual obligations as well as Institute policies, and act in an advisory role by providing professional advice, direction and ongoing support to managers and staff relating to VETDSS programs
- Demonstrate the organisational values on a daily basis and proactively seek to maintain a healthy and safe work environment
- Undertake any other duties as advised

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.

Key Selection Criteria (Key to Success)

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

- Detailed knowledge of VETDSS Programs, the VCE and Vocational Education and Training systems.
- Thorough understanding of the TAFE system, its structures, support functions and operations; and an understanding of current developments in education, training and relevant industries.

- Proven ability to analyse and research, develop and collate information, and prepare written reports for a variety of stakeholders
- Operate with a high degree of autonomy showing organisational skills, flexibility and time management
- Demonstrated experience in developing networks, stakeholder engagement, with excellent written and verbal communication skills
- Demonstrated experience and expertise in providing high levels of customer service with the ability to relate well to people at all levels providing courteous, informative and accurate responses to all enquiries.
- Strong attention to detail with high-level records management and administration skills
- Excellent computer and technology skills

Qualifications and Requirements

Mandatory requirements

- Substantial experience of managing business relationships,
- Experience in educational frameworks
- Relevant degree or relevant post graduate qualification (in Business, Compliance or Vocational Education etc.) or like and experience; 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
- Employee Victorian Working with Children and satisfactory Police Check
- Current Victorian Driver's license

Highly desirable requirements

- A background in teaching
- Knowledge of VCE and VET training package structures.

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 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		