

Senior Project Manager – Vocational Learning

STATEMENT OF DUTIES

OCTOBER 2023

Number	Generic
Portfolio	Development and Support
Branch	Vocational Learning
Section/Unit/School	N/A
Supervisor	Associate Director – Vocational Learning
Award/Agreement	Tasmanian State Service Award
Classification	General Stream Band 7
Employment Conditions	Permanent/Fixed-term, Full-time/Part-time Up to 73.5 hours per fortnight, 52 weeks per year including 4 weeks annual leave.
Location	South

Context

The *Vision for Vocational Learning and VET in Tasmanian schools to 2030* is that all learners in years 9-12 will have access to high quality personalised, customised and localised opportunities to support their career and life aspirations.

The Vocational Learning unit is responsible for delivering three key services:

1. Administering the department's Registered Training Organisation (RTO) providing vocational education and training in schools (VETiS);
2. Supporting apprenticeships and traineeships for school aged learners; and
3. Enabling work-based learning programs and services.

The unit has a focus on high quality stakeholder relations, collaboration and communication, ensuring that students, teachers, employers, external stakeholders and government agencies have confidence in the integrity of the qualifications, training and vocational learning services provided. We are committed to providing safe, dynamic, accessible, high quality vocational learning that empowers young people to thrive in our community.

Primary Purpose

To provide high quality program and project management, analysis and advice that supports effective decision making, informed by relevant legislation, departmental and whole-of-government directions, national initiatives and priorities.

Level of Responsibility/Direction and Supervision

The occupant is responsible for providing high level authoritative advice to senior officers and keeping abreast of educational developments as well as national and state priorities.

The occupant will collaborate with colleagues across the Development and Support division to provide programs that meet the needs of a diverse range of learners, with an explicit focus on inclusive practice and Aboriginal and Torres Strait Islander learners, their histories and cultures.

The occupant receives strategic direction from the supervisor and is expected to demonstrate high levels of initiative and autonomy.

It is the responsibility of the occupant to actively participate, promote and model behaviours which are consistent with the Department's commitment to the safety and wellbeing of children and young people. This includes the prevention, identification and reporting of child abuse and behaviours which are not consistent with the Department's values.

The occupant is responsible for complying with all Agency policies and procedures, including those relating to fraud and corruption control, record management, confidentiality, conduct and behaviour, mandatory reporting, education, training and assessment.

The Department has a range of delegations across the operational portfolio's which include Finance, People Services and Support (HR) and Facilities. The occupant is responsible for ascertaining the delegations that are assigned to these duties and is expected to exercise any applicable delegations prudently and in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements.

Primary Duties

1. Manage the development, implementation and review of programs of work, including projects that are data informed and reflect government direction and national initiatives, which are designed to lead to improvements in education outcomes for cohorts of students.
2. Research, analyse, assess and provide advice on projects, including leading designated projects in identified priority policy and program areas as required.

3. Manage the implementation, co-ordination, monitoring and reporting and impact of identified initiatives and provide recommendations that support continual system-level improvements and better outcomes for learners.
4. Liaise and consult with a range of internal and external stakeholders as required in the development, review or analysis of programs and projects to achieve identified outcomes.
5. Represent the department on inter-departmental committees and working groups to implement cross agency or whole of government priorities across initiatives associated with Years 9-12 Learning.
6. Work as part of a team to develop and nurture a culture of collaboration across the agency.
7. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.
8. In accordance with the *Work Health and Safety Act 2012* the incumbent will actively participate in and contribute to the maintenance of safe working conditions and practices, including the development and implementation of improvement initiatives, safeguarding practices and all mandatory training requirements.

Selection Criteria

The following specific selection criteria must be addressed by candidates. The nominated position objective and duties contained in this statement of duties must also be used to assist in the interpretation of these selection criteria.

1. Demonstrated contemporary management and leadership skills, with a focus on project management to deliver strategic outcomes.
2. Demonstrated high level strategic research and analytical skills, including the ability to identify and synthesise relevant issues and priorities, make recommendations and to exercise sound judgement.
3. Demonstrated high level knowledge and understanding of upper secondary education at both a state and national level with a sound understanding of, or the ability to acquire quickly.
4. Well-developed organisational and planning skills to achieve strategic and operational goals.
5. Demonstrated high level stakeholder, communication and conflict resolution skills, aligned to Department priorities.
6. A demonstrated capacity to commit to the Department's values, with the ability to apply them through individual behaviours and actions.

Requirements

Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed and the status of these may be checked at any time

during employment. It is the employee's responsibility to advise the Department if there is any change to the status of a registration/licence. This includes notifying the Department of any new criminal charges or convictions and/or if a registration/licence is revoked, cancelled or has conditions applied.

Essential

- Current Tasmanian Registration to Work with Vulnerable People (Registration Status – Employment)

Desirable

- Relevant Tertiary qualification
- Current drivers' licence

Working within the Department for Education, Children and Young People

Our values of **Connection, Courage, Growth, Respect, Responsibility** represent the foundation of our Department's culture and guide us in all that we do to ensure **Bright lives. Positive futures** for every child and young person in Tasmania.

We bring our values to life through our everyday behaviours and actions. We want to attract, recruit and retain people who uphold these values and are committed to building a strong values-based culture.

Our Department is committed to building inclusive workplaces and a workforce that reflects the diversity of the community we serve. We do this through a culture that ensures everyone is respected, and has equal access to opportunities and resources. We recognise and respect individual differences as well as people's career path, life experiences and education, and we value how these differences can have a positive influence on problem solving, team dynamics and decision making within our organisation.

We are committed to providing a safe workplace for all employees and have zero tolerance to all forms of violence, including child abuse and harm. The Department is a smoke-free work environment, and smoking is prohibited in all State Government workplaces, including vehicles and vessels.

Employment within the Department is governed by the *State Service Act 2000*. All employees are responsible for ensuring that the standards of behaviour and conduct specified in the State Service Principles and Code of Conduct are adhered to. All employees are expected to act ethically and with integrity in the undertaking of their duties. Employees who breach the code of conduct may have sanctions imposed.

The State Service Principles and Code of Conduct are contained in the *State Service Act 2000* and can be found on the State Service Management Office website at <http://www.dpac.tas.gov.au/divisions/ssmo> together with Employment Direction No. 2 *State*

Service Principles. All employees must read these and ensure they understand their responsibilities.

All employees are expected to utilise information management systems in a responsible manner in line with the DECYP Condition of Use policy statement located at [Department for Education, Children And Young People: Information technology policies](#)

Commitment to Children and Young People

This is a Department built entirely for children, young people and their communities. Our ultimate goal is to work together to ensure that every child and young person in Tasmania is known, safe, well and learning. The child is at the centre of everything we do, and the way we do it.

The Department is committed to providing a culturally safe environment which upholds the safety and wellbeing of all children and young people in Tasmania. The Department's Safeguarding Framework, *Safe. Secure. Supported.* underpins this commitment.

All employees must demonstrate and model behaviours which value and respect children and young people, show a commitment to child safety and wellbeing, and display an understanding of the developmental needs of children and culturally safe practices relevant to their position.

APPROVED BY PSS DELEGATE: 973874 –Deputy Director Strategic Recruitment and Payroll Operations – October 2023

Request: 7014865

Date Duties and Selection Criteria Last Reviewed: 10/23 VRH
