

FORM 5.5.05A
POSITION DESCRIPTION



IDENTIFICATION

Position Title: Manager, WDTU **Position Number:**

Section : Pacific TAFE

Department: College of Continuing Vocational Education and Training

Location: Laucala

Category: PTAFE Professional

Grade: Level 3

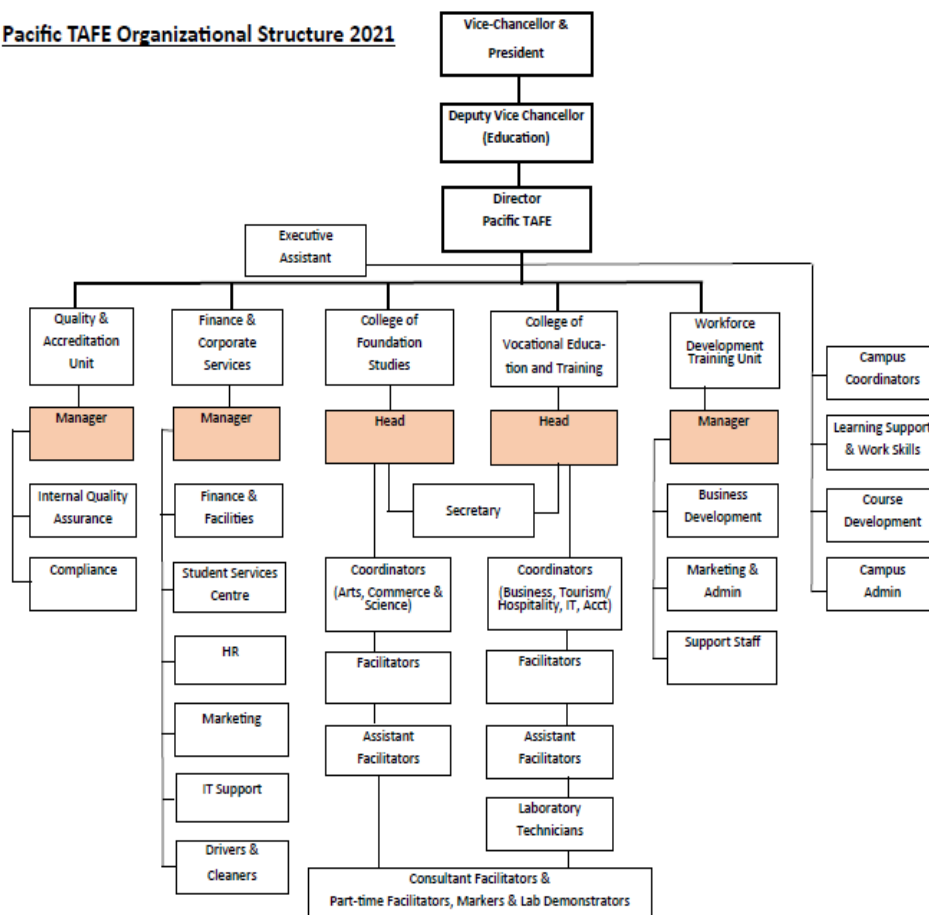
Current Incumbent: NA

Date of substantive appointment:

Reports To: Director, Pacific TAFE **Supervised by:** Head of College, College of Continuing Vocational Education and Training (CVET)

ORGANIZATION CONTEXT

Pacific TAFE Organizational Structure 2021



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PURPOSE

The purpose of this position is to seek a dynamic and experienced Manager – Workforce Development Training Unit.

NATURE AND SCOPE

In this role, the position holder will be at the forefront of our strategic expansion, responsible for the academic quality of programmes, profitability, and growth. The Manager will lead a team of professionals, collaborate with academic staff, industry partners, and development partners to enhance our course offerings, pursue new business opportunities, and meet financial targets.

The Manager must have core competencies of Leadership in operational, strategic and academic management in vocational education and training.

POSITION DIMENSIONS

Give details of staff and total level of costs within the organization under the position’s overall control.

Staff Responsible for:

Directly: Consultant Facilitators /trainers, WDTU Marketing & Administration Officer and Office Assistant

Indirectly:

Total Level of Costs: NA

Limits of Authority:

Financial: none

Non Financial: NA

Key Relationships /Internal and External Contacts:

Lists the key inter-relationships that is necessary for effective performance in the job. Also describe the nature of contact most typically expected with those key working relationships

<p>External</p> <ul style="list-style-type: none"> • Private Sectors, Service Sectors and NGO’s • Professional Associations and training providers • Industry Programme Advisory Committee (IPAC) • Accrediting agencies 	<p>Purpose of contact</p> <ul style="list-style-type: none"> • Marketing of the programmes to relevant organizations and audience • Increasing the programme to wider public • Continuous improvements in programmes and new programme developments • Marketing
<p>Internal</p>	<p>Purpose of contact</p>

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<ul style="list-style-type: none"> • Pacific TAFE Management • College Staff and consultant facilitators • Faculties, Schools and Support Services such as SAS, ITS etc. • Regional campuses • PTAFE Campus Coordinators • Students 	<ul style="list-style-type: none"> • Promotion of trainings, in-house presentations and trainings; • For public relations and overall marketing needs. • Ensuring student admission, registration and fee are up to date
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KEY RESULT AREAS / KEY ACHIEVEMENT AREAS

Aim: KRAs to have a logical heading. KRAs: 4 – 6, in total Key tasks : 4-5 tasks per KRA. Performance Measures: Identify the performance standards for someone doing the job at the 100% level. Use both quantitative and qualitative measures, Measures the KRA as a whole, not every task. Maximum 3 measures for each KRA Include KRA for Corporate Responsibilities which is generic to all positions

Key Result Areas <i>Jobholder is responsible for</i>	Performance Measures <i>Jobholder is successful when</i>
<p>1. Plan and Strategising Business Initiatives</p> <ul style="list-style-type: none"> • Develop and implement business strategies to achieve revenue and growth targets. <p>2. Relevance of Courses and Training</p> <ul style="list-style-type: none"> • Manage relationships with industry and professional bodies to enhance course relevance and employability outcomes. <p>3. Development of New Courses and Programmes</p> <ul style="list-style-type: none"> • Initiate and manage the development and launch of new courses and programmes. <p>4. Expansion of market and regional reach of training</p> <ul style="list-style-type: none"> • Strategise and implement marketing activities to 	<ul style="list-style-type: none"> • Achieving revenue and growth targets, with consistent year-on-year growth. • Enhanced course relevance, increased student employability, and positive industry feedback. • New courses launched on schedule, with high enrollment rates and positive student feedback • Increased enrollments and successful marketing/ promotional campaigns.

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<p>promote offerings and increase enrollments.</p> <p>5. Awareness and response to Market trends and new Opportunities</p> <ul style="list-style-type: none">• Report on performance metrics, market trends, and new opportunities.	<ul style="list-style-type: none">• Timely, accurate, and comprehensive reports leading to actionable insights.
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TERMS & CONDITIONS

Salary: FJ \$70,592 to \$86,479 per annum

Length of Contract: 3 years renewable upon mutual agreement

Gratuity, Allowances or Other Benefits: In line with the University Policies and Procedures (where applicable)

POSITION SPECIFICATION
Qualifications (or equivalent level of learning)

<i>Essential</i>	<i>Desirable</i>
<ul style="list-style-type: none"> Bachelor's degree and a Postgraduate qualification in Business, Management and Administration or related field 	<ul style="list-style-type: none"> Masters in Business, Management and Administration or related field Certificate IV in Training and assessment will be an added advantage

Knowledge / Experience

<i>Essential</i>	<i>Desirable</i>
<ul style="list-style-type: none"> At least 5 years of relevant experience and proven management expertise in academic or vocational training Experience should include business development within the education sector. Ability to plan and manage resources and budgets effectively. Excellent communication and stakeholder management skills 	<ul style="list-style-type: none"> Knowledge and experience of competency-based training and assessment

Key Skills / Attributes / Job Specific Competencies

The following levels would typically be expected for the 100% fully effective level:

<i>Expert level</i>	<ul style="list-style-type: none"> exceptional written and oral communication skills excellent word processing, excel and IT skills, including knowledge of a range of software packages excellent interpersonal skills Strategic and innovative thinker
<i>Advanced level</i>	<ul style="list-style-type: none"> Ability to work under pressure and meet tight deadlines good organizational and time management skills Ability to deliver outcomes in a cost effective manner
<i>Working level</i>	<ul style="list-style-type: none"> attention to detail flexibility and adaptability Discretion and an understanding of confidentiality issues self-motivated and able to work well in a team and with peers able to work well in a multi-cultural environment Flexible learning and new pedagogies
<i>Awareness level</i>	<ul style="list-style-type: none"> able to maintain confidentiality and use sound judgment and discretion creative and innovative able to give and receive constructive feedback a friendly and flexible professional with a sense of humour

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