

ROLE DESCRIPTION

TAFE Queensland

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Position Title	Executive Director	Job Ad Reference	
Region	Australia Pacific Training Coalition	Closing Date	
Portfolio	International	JEMS No.	
Location	Fiji	HPRM No.	
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Employment Status	Individual Employment Agreement		

About TAFE Queensland

TAFE Queensland is the largest and most experienced provider of vocational education and training in the state, with a history of serving Queensland's communities for over 130 years. On 1 July 2013, TAFE Queensland was established as an independent statutory body under the TAFE Queensland Act 2013.

Each year TAFE Queensland enrolls over 125,000 students across a network of over 50 campuses, in employers' workplaces, online and in markets offshore. Our offering spans foundation skills and entry-level qualifications to higher education degrees across more than 500 programs.

Our unique structure and state-wide delivery model support our commitment to working with students with diverse abilities from a wide range of socio economic and cultural backgrounds, in regional, remote locations and off shore. Our responsive approach allows us to adapt our offering to meet the needs of industries, delivering training that strengthens communities and provides real employment opportunities for graduates.

The distinguishing characteristic of all of TAFE Queensland's programs is that they are built to meet the needs of employers and the broader industry. Students engage in practical, applied learning that gives them the skills they need to be job-ready and go further in their careers.

In addition to the six regions, TAFE Queensland manages the Australia Pacific Training Coalition (APTC) on behalf of the Department of Foreign Affairs and Trade (DFAT). APTC is an Australian Government development program established in 2007. APTC works in partnership with industry, governments and selected Technical, Vocational Education and Training (TVET) institutions to assist the development of a more skilled, inclusive and productive workforce aligned with labour market requirements to enhance Pacific prosperity.

APTC provides Australian standard training qualifications across the Pacific and forms partnerships and coalitions with TVET stakeholders to achieve training outcomes and reforms of the Pacific TVET system. APTC is currently pivoting to support the Pacific Island Countries to respond to the impacts of COVID-19. APTC has country offices established in Fiji, Vanuatu, PNG, Samoa and the Solomon Islands. The Country Offices are supported by a range of services provided from a regional office located in Suva, Fiji.

As an employee of TAFE Queensland International Education, you will be part of the state's leading provider of further education and training committed to quality teaching, a safe working environment and delivering real outcomes for our students.

For more information about TAFE Queensland visit www.tafeqld.edu.au

For more information about the APTC visit: www.aptc.edu.au

Your Opportunity

As the Executive Director, Australia Pacific Training Coalition (APTC), you will be responsible for ensuring the performance objectives of the Department of Foreign Affairs and Trade (DFAT) – APTC3 Goods and Services Contract are met as directed by the Managing Contractor, TAFE Queensland.

The Executive Director APTC is responsible for supporting technical, vocational education and training reform in the region and the development of industry-responsive, work ready, graduates in the Pacific through the implementation of culturally appropriate technical, vocational education and training (TVET) qualifications.

In this role, you will represent APTC and manage stakeholder relationships in partnership with DFAT, including with its regional and bilateral programs, the DFAT Advisory Board for APTC, Pacific Governments, donors, industry groups and national Technical Vocational Education and Training (TVET) institutions.

This position is accountable to the Executive Director International Development, TAFE Queensland's Managing Contractor Representative (MCR). You will provide the MCR strategic advice regarding the implementation of APTC with a particular focus on TVET reform in the Pacific; the implementation of DFAT's strategic initiatives as well as review political, institutional, social, economic and technological environments to identify drivers of change and key opportunities and risks for APTC.

You will lead a workforce of over 200 staff who are located at APTC Country Offices' in Fiji, Samoa, Solomon Islands, Vanuatu and Papua New Guinea and in-country representatives in Tonga, Kiribati, Nauru and Tuvalu.

The role is accountable for an annual minimum expenditure budget of approximately AUD 40 million dollars.

The position is based in Suva, Fiji, and will involve and international travel throughout Pacific Region.

Key Responsibilities

Strategy and Planning

- Drive a genuinely open, competitive and demand-driven APTC3 that meets the TVET needs of individuals and communities across the Pacific region with a focus on services that meet the skills requirements of industry and employers, including being responsive to emerging needs following the impacts of COVID-19 on the region. This includes supporting regional TVET institutes to build their training capability.
- Safeguard APTC's established reputation as an authority on TVET in the Pacific region ensuring practices are consistent with contemporary best practice and in accordance with Australian Qualifications Framework, the Standards for National VET Regulator (NVR) and Australian Skills Quality Authority (ASQA) requirements. Adhere to the TVET regulatory requirements of APTC Campus Countries in the Pacific and where relevant support select TVET institutions to deliver high quality compliant qualifications that meet local expectations..
- Identify and support opportunities for supporting coalitions of stakeholders and regional level partnerships for positive change to the skills context in the Pacific, including with Australian, New Zealand and Pacific Island industry associations, businesses, and select government and private training providers.
- Provide strategic TVET advice to DFAT and support Australia's policy dialogue with Pacific partners on the Pacific skills agenda and the Pacific Regional Education Framework.
- Proactively pursue labour mobility opportunities for APTC graduates including in collaboration with the Pacific Labour Facility. This includes building and maintaining a strong partnership with the Pacific Labour Facility.
- Ensure that the legislation and related policy objectives of DFAT and TAFE Queensland are embedded in any implementation plans and/or strategies that are developed as a result of this input.
- Oversee APTC Country strategies and work plans through Country Directors.
- Proactively manage risk implementation of APTC, including early identification of risk and communication to TAFE QLD and DFAT
- With MCR, maintain oversight and effectiveness of APTC's partnership with the University of the South Pacific (USP) and APTC Associates: La Trobe University, Project Partnership, and Strategic Development Group.
- Lead APTC's evidence based planning processes, analysis and performance reporting against the APTC Monitoring and Evaluation Framework.

Leadership

- Provide quality high level advice, information and guidance to DFAT on key issues impacting the Technical, Vocational Education and Training sector in the Pacific region, particularly relating to meeting the needs of the Pacific Island Country economies.
- Provide leadership that supports, encourages and champions enterprising training delivery practice across APTC locations. Develop, implement, evaluate and promote culturally appropriate, innovative and flexible TVET programs that meet the diverse needs of students, employers and communities.
- As a values driven and politically astute leader set and monitor agreed performance standards and establish collective responsibility for achievement in relation to service delivery.
- Identify and realise alternative revenue sources to support the ongoing sustainability of APTC. Drive business development and growth through the identification, development and delivery of responsive training delivery and assessment services that are underpinned by effective relationships with industry, donors and community agencies in Pacific Island Countries and Australia that foster a co-contribution to the cost of training.
- Ensure cost effectiveness and consistency of planning, management and reporting processes across the Regional Head office and the Country Offices.
- Manage the human and financial resources of APTC to achieve optimum outcomes, including the establishment of a culture which values performance, innovation, gender equality and social inclusion, cultural and linguistic diversity, student, employer and employee satisfaction, and value for money for DFAT.

People and Relationships

- Provide strategic leadership, direction and change management that drives a continuous improvement culture that supports a cohesive APTC workforce able to respond effectively to complex contractual requirements.
- Ensure all APTC employees adhere to the TAFE Queensland and APTC Code of Conduct, principles and good practices of employment equity, access and gender equality and social inclusion, ethical conduct and workplace health and safety.
- Ensure all APTC employees adhere to the principles in DFAT's development approach including strengthening disability inclusive development and gender equality and women's empowerment and adhering to DFAT's safeguards policies relating to environmental and social protection
- Represent the interests of APTC and promote a positive public image for APTC by establishing and maintaining effective stakeholder relationships with DFAT, Pacific Government Ministries and agencies, peak bodies, client groups, strategic stakeholders, the media and the broader global community.

Communication

- As Executive Director APTC, you will be required to network broadly within and outside TAFE Queensland:
 - Managing Contractor Representative, TAFE Queensland:** Provide proactive high level strategic advice, reports and information as appropriate and in response to emerging Australian Government development trends and Technical, Vocational Education and Training (TVET) issues in the Pacific Region.
 - Department of Foreign Affairs and Trade:** Build strong relationships to ensure the Managing Contractor, TAFE Queensland and APTC is well placed to respond to development, strategic direction and TVET service needs.
 - Pacific Region governments, agencies, peak bodies and industry groups:** Liaise to develop and maintain strong relationships in order to deliver the optimisation of employment and skills opportunities for Pacific Island Citizens and APTC's service offering is aligned to industry demand. All engagement must be within DFAT consultation mechanisms and procedures.
 - Technical, Vocational Education and Training leaders in other jurisdictions of the Pacific Region:** Liaise to share information and keep abreast of TVET industry trends and challenges
 - Media and the broader community:** Align to DFAT's media standards to promote a positive public image for APTC to support the integrity of the Australian Government and reputation of the Managing Contractor, TAFE Queensland.

Success Factors for the Role

- **Shapes strategic thinking** – Demonstrated ability to provide vision and leadership in the development of innovative and cost effective products and services in a rapidly changing, highly competitive, technology enabled, multicultural, multi-disciplinary, multi-million dollar environment. Creates and shares a compelling vision for the future, and implements plans to achieve that vision.
- **Vocational Education Leadership** - A proven track record, success and extensive experience in leading vocational education and training from a strategic, quality and compliance and operational perspective, in multiple locations to culturally and linguistically diverse client groups.
- **Achieves results** – Demonstrated effectiveness at a corporate level in the areas of strategic and operational planning, financial, physical and human resource allocation and general administration, and exhibiting sound business acumen. Demonstrated ability to effectively develop, implement and manage a budget and drive workforce performance to achieve financial and operational targets, particularly in an environment of rapid change.
- **Cultivates productive stakeholder relationships** – Ability to build strategic alliances and partnerships to drive outcomes and position APTC as a trusted TVET partner in the Pacific.
- **Demonstrates political awareness** - Proven ability to takes action to reposition or refocus the organisation in response to changing political and social dynamics or shifting industry thinking and practice. An understanding of government policies relating to workplace, economic and social reform, and demonstrated ability to interpret and apply legislation, policies, regulations, awards and administrative instructions particularly in relation to a vocational education and training environment in a multi-jurisdictional environment.
- **Exemplifies personal drive and integrity** – Demonstrated ethical behaviour and personal integrity as a representative of the Australian government. Proven ability to plan and manage time to recognise the complexities of work and competing demands of multiple stakeholder management.
- **Communicates with influence** – Extensively developed high level negotiation, consultative communication and interpersonal skills as evidenced by significant achievement in contributing to organisational performance improvement. Proven ability in liaising and negotiating with Government, senior officials from public and/or private sectors, industry, donor agencies and NGO's and members of the community.
- **Leads others to high performance** - Demonstrated coaching and mentoring skills and experience in the implementation of performance planning systems that review achievement of individual and team goals, addresses performance shortfalls, recognises achievement at both individual and team level.

Qualifications / Requirements

Mandatory:

Post Graduate qualifications in education or similar plus extensive relevant experience in an executive management role preferably within vocational education or development setting.

Highly desirable requirements:

Significant experience in overseas development aid, ideally within the Pacific Region.

How to Apply

To apply for this role, please provide the following:

- A resume which includes the contact details for two (2) referees.
- A written response of no more than 3 pages aligned to the Success Factors (outlined above).

Additional Information

- You may be required to work across various APTC locations in the Pacific and Australia and other international locations as required.
- Travel and overnight absences from Fiji base will be required of this position.
- It would be highly desirable for the incumbent to possess a current driver's licence.
- A criminal history check will be initiated on the successful applicant.
- A non-smoking policy applies in APTC buildings, offices and motor vehicles.
- If the successful applicant has been engaged as a lobbyist, a statement of their employment is required.