

# Executive Officer – NSW ITAB

## Position Description



<b>Position Title</b>	Executive Officer NSW ITAB		
<b>Job Family</b>	Management		
<b>Employment Status</b>	Full-time, fixed-term 1 February 2021 to 30 September 2022	<b>FTE</b>	1.0
<b>Salary range (TBC)</b>	\$100,000 to \$120,000 + 9.5% Super		
<b>Position reports to</b>	Chief Executive Officer		
<b>Direct reports</b>	none		
<b>Location</b>	NSW		

### Context

Skills Impact is a not-for-profit organisation that works across Australia to benchmark learning and skills standards for industry. Through our work, learners and workplaces have access to nationally consistent skills standards and qualifications, supporting greater employment opportunities and industry competitiveness.

Skills Impact has formed a consortium of Skills Impact, MINTRAC and ForestWorks to establish the **Agriculture, Food and Animal Management (AFAM) NSW ITAB**.

This role will carry day to day operations of the ITAB including client and stakeholder engagement and reporting. They will report to a Management Committee, comprised of representatives of the consortium.

Skills Impact employs highly motivated people who can achieve results in an environment of shifting priorities and ambiguity; who are skilled at working both independently and as part of a team; have the ability to develop constructive industry, government and vocational education and training sector relationships with diverse stakeholders; can manage multiple roles and diverse projects and who see problem solving as an interesting challenge; and can generate innovative responses.

### Our Vision

Skills Impact has a significant role in Australia's industry focused vocational skills and learning system. A system that is widely recognised for delivering excellence for learners and industry.

### Our Mission

- Be respected and valued by key industry stakeholders.
- Collaborate with all aspects of the skills and learning system to develop national skill standards.
- Hold an enduring expert role as a valuable and contracted partner with government and industry.

### Values and behaviours

Skills Impact has developed values and behaviours based on:

- Delivering excellence to our clients, particularly the Australian Government via the Department of Education and Training
- Being respected and appreciated for the services we provide to industry (via its representative bodies) and its Industry Reference Committees
- Being recognised as part of an expert industry network and part of a training products network enabling industry to access up to date, fit for purpose qualifications and skills standards suitable for a wide range of users.

We will work in a way that is:

- Open, transparent, trustworthy, collaborative and respectful.

We will always consider ways to be:

- Adaptable, flexible, inquisitive, dedicated, conscientious and accountable.

### Role Purpose and Scope

The Executive Officer is accountable to the CEO or delegate and reports to a management committee.

The incumbent will operate with a degree of autonomy in engaging with the client, the NSW Department of Education and they will conduct quality engagement with NSW industry stakeholders with an interest in the following vocational training packages:

- ACM – Animal Care and Management
- AMP – Australian Meat Processing
- AHC – Agriculture, Horticulture and Conservation and Land Management
- FBP – Food, Beverage and Pharmaceutical
- RGR – Racing and Breeding
- SFI – Seafood

Skills Impact will provide the executive officer with support services such as travel, meeting support, HR, enterprise technology, finance, and research services while ForestWorks will provide with advice on best practice ITAB services.

The Executive Officer will need to possess or rapidly develop broad industry knowledge focused on industry structures, key organisations and people and have responsibility for building strong and effective relationships with stakeholders relevant to ITAB responsibilities. A critical aspect of the role is to ensure that Industry Engagement is performed so as to be compliant with Skills Impact's NSW ITAB government contract. In addition, there is a need to ensure that consultation and research outcomes maintain high quality and can be effectively used as evidence to support positions and projects.

The position is expected to operate effectively within a complex stakeholder environment. It requires the ability to provide advice on skills and learning standards development outcomes and processes based on a high level of understanding of the training system at both a state and national level.

Given the dynamic nature of industry and workplaces and therefore of the training system the Executive Officer needs to be adaptable and responsive to change, able to manage competing and changing priorities and set team and own work schedules to deliver outcomes.

The responsibilities of the role may shift to meet changing priorities but can be expected to include the following activities as grouped under three broad roles.

### **Key Result Areas**

- Liaise with Industry and provide insight into cross industry trends and potential commonalities effecting the delivery of vocational education and training package development.
- Identify common threads between sectors that will assist in finding solutions to shared problems.
- Guide and monitor engagement for each sector in line with a strategic stakeholder engagement plan
- Provide reports on the level of stakeholder engagement delivered and stakeholder engagement strategies
- Monitor and maintain high levels of service to industry groups
- Monitor TAE and foundation skills issues and impacts on training packages

### **To be successful in this role you should have the following:**

- Highly developed and demonstrated facilitation and stakeholder engagement skills with Industry in the context of the VET sector and/or within government.
- Proven ability to identify, develop and maintain strong relationships with key stakeholders.
- Successfully manage stakeholder issues
- Experience in gathering industry intelligence, identify emerging trends and predict affects (on future training).
- Excellent verbal and written communication and report writing skills, with the objective of influencing opinions
- An understanding of the vocational education and training (VET) system and training package development framework.
- Willingness to carry out a State-wide travel schedule if Covid situation allows.

The position may involve a significant amount of intrastate travel.

### **Key Relationships**

#### **Reports**

- The position reports to the CEO and/through the management committee

#### **Internal**

- Consortia members
- Skills Impact leadership team
- Administration Service Manager and Officers

#### **External**

- NSW Department of Education
- Industry stakeholders
- Advisory Committees
- Peak Associations
- Enterprises

- RTOs
- Consultants
- Other government departments and bodies as required