

West Coast Heritage Ltd

Position Description

West Coast Regional Study Hub Manager

WEST COAST HERITAGE LTD.

West Coast Heritage Limited was formed in 1994 to manage the operations of the West Coast Pioneer's Museum at Zeehan that had previously been a branch of the Tasmanian Museum and Art Gallery.

The Company is a not for profit organisation, limited by guarantee of the members. The Company's operations are overseen by a board of six directors. Director's positions are voluntary, with the exception of the Chairperson of the Board who is Executive Director and manages the staff and day to day operations of the business.

West Coast Heritage Ltd has strong traditional links with education and higher education through the establishment and operation of Zeehan School of Mine and Metallurgy 1900-1960.

West Coast Heritage Ltd is very excited to be the recipient of a Commonwealth Government Grant to develop a Regional Study Hub in Zeehan. The study hub will provide West Coast residents access to resources that will support education and training in the higher education sector.

In delivering the study hub, West Coast Heritage Ltd will work closely with education providers and West Coast Council's Education and Training Advisory Committee (ETAC), the objectives of which are to discuss, research, develop, recommend and help Council to drive forward and enhance education and training initiatives for the region, particularly those that seek to find the right balance between social, economic, environmental and cultural outcomes.

The study hub project is funded until 31 March 2022 via a funding grant provided by the Australian Federal Government.

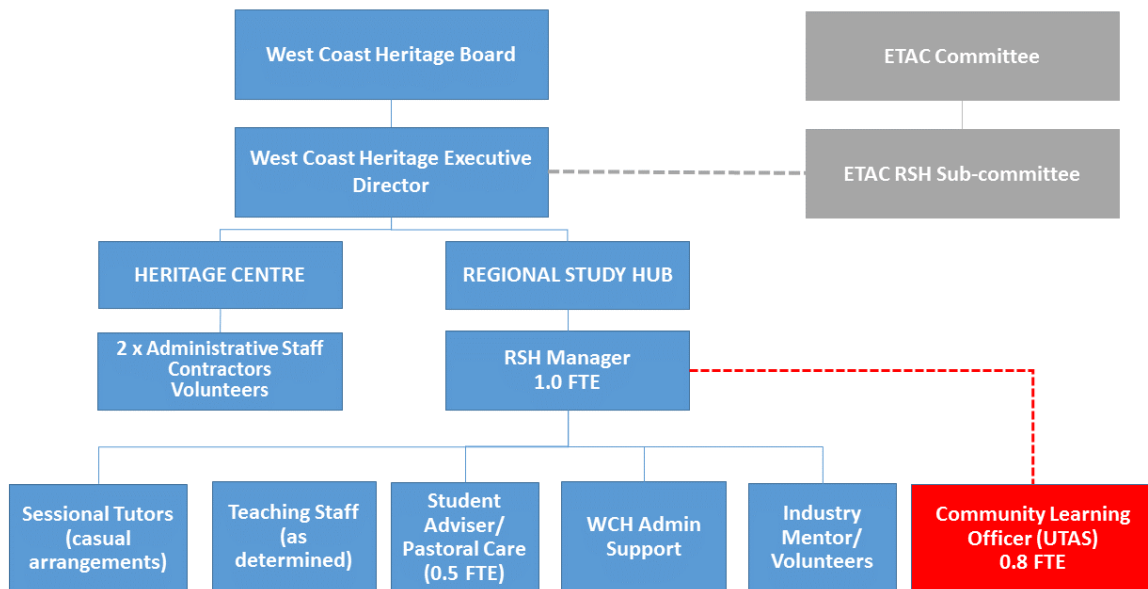
THE POSITION

Manager	West Coast Regional Study Hub
Location	Zeehan, Tasmania
Role	A senior role responsible for the delivery of the regional study hub to Tasmania's West Coast in accordance with the grant application and deed of grant conditions set by the Federal Government of Education and Training.
Responsible/Reporting to	West Coast Heritage Ltd Executive Director
Milestones and KPIs	Refer Attachment 1

EMPLOYMENT CONDITIONS

Contract	Three (3) year contract with six (6) month probation Contract subject to achieving funding milestones and associated receipt of progress payments
Hours of Work	Full time – out of standard work hours required
Sick Leave	76 hours per annum
Annual Leave	152 hours per annum
Salary Package	Commencing salary of \$84,968 per annum (indexed yearly by CPI rate Hobart) plus superannuation and motor vehicle
Payment	Fortnightly by direct debit
Motor Vehicle	A serviced motor vehicle will be provided for both work and private use

ORGANISATIONAL STRUCTURE



JOB REQUIRED CAPABILITIES

Requirements	Essential
<p>Technical Skills What technical skills does the incumbent need to produce the outputs required for the role?</p>	<ul style="list-style-type: none"> • Demonstrated competency in business planning and project management • Highly developed communication skills (verbal and written) • Presentation Skills
<p>Scheduling Skills What skills does the incumbent require in this role to plan, prioritise, monitor and assign tasks?</p>	<ul style="list-style-type: none"> • Problem solving • Decision making • Organisational skills • Conflict resolution
<p>People Skills What skills does the incumbent require in this role to positively influence the behaviour of others?</p>	<ul style="list-style-type: none"> • Student and community focussed • Results orientated • Relationship and team building • Motivated to succeed • Establish and maintain cooperative, effective working relationships • Develop and maintain a positive image for the Regional Study Hub
<p>Knowledge What specific knowledge fields are required for the incumbent in this role?</p>	<ul style="list-style-type: none"> • Recordkeeping and report preparation practices and techniques • Standard office practices, including filing and operation of standard office equipment • Adhering to Commonwealth Grant systems and requirements • Knowledge of the local region and its education and training opportunities will be an advantage • Knowledge of the higher education sector will be an advantage
<p>Education/Qualifications/Tickets/ Licences: What specific qualifications, accreditations, memberships etc. are required?</p>	<ul style="list-style-type: none"> • Basic First Aid • Drivers licence • A Bachelor degree would be an advantage

JOB REQUIREMENTS

Key Accountabilities	Details (Briefly highlight the functions or duties the role is responsible for)
Code of Conduct	<ul style="list-style-type: none"> • Adherence at all times to West Coast Heritage Ltd Code of Conduct. The code applies standards for appropriate ethical and professional behaviour.
Work Health and Safety (WHS)	<ul style="list-style-type: none"> • Comply with all relevant WHS policies and procedures • Demonstrate safe behaviour at all times • Report and record all incidents and hazards
Strategic Management	<ul style="list-style-type: none"> • Work with the Executive Director and ETAC to set and deliver on the strategic direction for the Regional Study Hub • Play a key role in the promotion of and linkage between education and employment opportunities across all levels of education from school to vocational education and training, University and industry • Support locally relevant and industry focussed research and community partnerships • Play a key role in advocacy for regional students • Work to raise the platform for participation and lifelong learning • Explore possibilities for implementation of an Exam Centre (and responsibility for invigilator training and recruitment)
Budget Management	<ul style="list-style-type: none"> • Ensure that Regional Study Hub activity is implemented in accordance with the annual budget. This will include, but is not limited to: <ul style="list-style-type: none"> - Site operational costs; - Transportation costs; - Staff costs; - Bursaries; and - Philanthropic pursuits
Physical, technical and fleet resource managements	<ul style="list-style-type: none"> • Includes liaison with project partners regarding student infrastructure needs (e.g. troubleshooting issues, sourcing relevant upgrades/skills where needed); • Work with West Coast Council and State Government to deliver the student aspect of the community transport scheme; and • Ensure the ICT infrastructure operates at a level of performance which is acceptable to the students. This includes monitoring the use of the IT network and actioning and reporting on technical issues affecting the overall performance of the IT network to ensure student

	<p>study is not adversely impacted by poor performance of the network. This includes liaising with IT staff within WCHL as well as sourcing external contractors, as required, in consultation with the Executive Director.</p>
Human Resource Management	<ul style="list-style-type: none"> • Day to day management of Regional Study Hub appointed staff; • Liaise with project partners (education providers and students) regarding staffing needs to support courses being undertaken by local students; • Recruitment, orientation, training, performance management etc.; and • Recruitment for, and ongoing management of, industry mentor/volunteer program.
Student Recruitment and Marketing Oversight	<ul style="list-style-type: none"> • Set student recruitment and marketing strategy (including branding, web design, social media presence, signage & marketing collateral etc.) and outsourcing of marketing expertise, as required; and • In consultation with the Executive Director, West Coast Heritage Ltd, responsible for media and communications.
Prospective and Existing Student Support	<ul style="list-style-type: none"> • Oversight/management of student adviser/pastoral care role to deliver on their roles and responsibilities, as determined through consultation.
Other	<ul style="list-style-type: none"> • Day to day management of the Regional Study Hub; and • Ensuring that the study hub is a safe environment, conducive to learning.

ATTACHMENT 1 – AGREED MILESTONES AND KEY PERFORMANCE INDICATORS

Milestone	Report due date
Milestone 1 Project Delegate signed these Conditions of Grant	-
Milestone 2 Operational Plan, Capital Works Plan and Progress Report accepted by Project Delegate	31 March 2019
<i>Progress update to the Department</i>	30 June 2019
Milestone 3 Progress Report accepted by Project Delegate	30 September 2019
<i>Progress update to the Department</i>	15 December 2019
Milestone 4 Progress Report accepted by Project Delegate	31 March 2020
Milestone 5 Progress Report accepted by Project Delegate	30 September 2020
Milestone 6 Progress Report accepted by Project Delegate	31 March 2021
Milestone 7 Progress Report accepted by Project Delegate	30 September 2021
Milestone 8 Progress Report accepted by Project Delegate	31 March 2022
Milestone 9 Final Report and Acquittal Report accepted by Project Delegate	30 November 2022