

West Coast Regional Study Hub

REGIONAL STUDY HUB MANAGER

The West Coast Regional Study Hub is looking to appoint the role of Study Hub Manager. This role offers a unique opportunity to create a dynamic team to deliver on a project that will advance educational outcomes for Tasmania's West Coast Community.

The role results from not-for-profit West Coast Heritage Limited's successful tender to deliver a Regional Study Hub in Zeehan, Tasmania, which will also serve the regional communities of Queenstown, Rosebery, Strahan and Tullah.

This Regional Study Hub program will support all post secondary learners on the West Coast through the provision of a fully equipped facility that will include high speed internet connection, computer and videoconference facilities, quiet study areas, teaching/tutorial spaces and breakout spaces. The Study Hub will be supported through a team of professionals coordinated by the Study Hub Manager. This will include a Student Adviser/Pastoral Care officer and tutorial and teaching staff who will be appointed based on identified student/course/unit demand.

Integral to this role will be the ability to build external relationships with key stakeholders, including (but not limited to); current and prospective students; alumni; local community and industry; educational institutions; project partners and the Department of Education and Training.

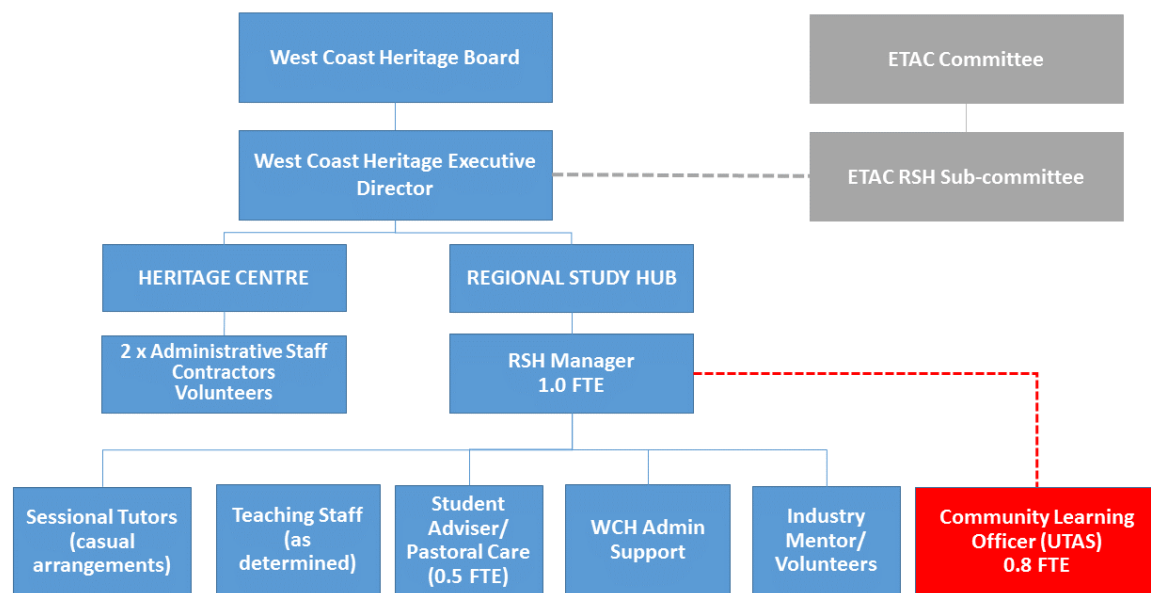
The Study Hub Manager will report directly to the Executive Director of West Coast Heritage Ltd. In delivering the Regional Study Hub, West Coast Heritage Ltd will work closely with education providers and West Coast Council's Education and Training Advisory Committee (ETAC), the objectives of which 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 Executive Director will be responsible for delivery of facilities related aspects of the Hub, including the capital works project, the community transport scheme and day to day facilities management. Such aspects will be delivered via consultation with the Study Hub Manager to ensure suitability to the needs of the Hub users and other stakeholders (e.g. tutors/lecturers).

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

West Coast Heritage Ltd will auspice the Regional Study Hub project and the Study Hub team will form part of the organisational structure as illustrated below:

WCHL ORGANISATIONAL CHART



KEY ROLES & RESPONSIBILITIES

Strategic Management

- 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 focused 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 & Reporting

- Ensure that the Regional Study Hub activity is implemented in accordance with the annual budget.
- Preparation of reports in accordance with the Conditions of Grant and any other Department of Education requirements.

Facilities

- Work with the Executive Director of WCHL to ensure that student and other stakeholder needs are met through the appropriate planning and delivery of physical resources and the transportation scheme.

Human Resource Management

- 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 and team building etc.; and
- Recruitment for, and ongoing management of, industry mentor/volunteer program.

Student Recruitment and Marketing Oversight

- 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 & Existing Student Support

- Oversight/management of student adviser/pastoral care role to deliver on their roles and responsibilities, as determined through consultation.

Other

- Develop and maintain a positive image for the Regional Study Hub;
- Day to day management of the Regional Study Hub;
- Ensure that the study hub is a safe environment, conducive to learning
- Adhere at all times to West Coast Heritage Ltd Code of Conduct. The code applies standards for appropriate ethical and professional behaviour.
- Comply with all relevant WHS policies and procedures
- Demonstrate safe behaviour at all times
- Report and record all incidents and hazards

SELECTION CRITERIA

1. Demonstrated competency in business planning and project management and delivery within defined timeframes for projects with significant financial value, including project reporting and budget management.
2. High level verbal and written communication, interpersonal, consultation and negotiating skills and the capacity to develop effective working relationships with key stakeholders including, but not limited to, students, team members/direct reports, industry, educational stakeholders and the broader community.

3. Proven capability in proactively identifying and managing key stakeholder management issues
4. Strong analytical thinking, numeracy and problem solving skills, the capacity to successfully manage competing work priorities and meet deadlines and develop effective solutions to complex technical problems.
5. Sound knowledge of workplace health and safety, equal opportunity and equity principles and demonstrated ability to implement these principles.
6. A degree or equivalent in a relevant discipline and demonstrated relevant industry experience, or an equivalent combination of relevant experience and/or education/training.
7. Knowledge of the local region and its education and training challenges and opportunities would be of advantage.
8. Knowledge of the higher education system would be of advantage.
9. A drivers licence is required.

EMPLOYMENT PARTICULARS

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