

Role Title	Executive Country Director PNG
Location	Port Moresby, PNG
Classification	D3 (as per the Adviser Remuneration Framework ARF)
Reports to	Executive Director, APTC
Location base	Port Moresby, PNG
Employment Status	Full-time, Fixed Term

About TAFE Queensland and the Australia Pacific Training Coalition

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: <http://www.aptc.edu.au/>

About the Role

APTC is embarking on a significant expansion in scope, scale and geographic spread of activities within PNG with the incorporation of the PNG Skills for Sub-National Growth Investment (SNGI) programme within an already large and successful programme of TVET delivery and support. The Executive Country Director PNG is responsible for ensuring APTC PNG performance and program objectives are achieved. This includes forging coalitions with partner institutions, industry/enterprises and the Government of PNG's Department of Higher Education, Research, Science and Technology (DHERST) to achieve sustainable PNG driven TVET reform.

The Executive Country Director will be politically astute and well-connected in PNG. In this role you will have a sound understanding of the local context and enhanced capability for 'thinking and working politically'. You will ensure continued quality delivery of APTC training programs most relevant to national and international labour market needs. You will implement the SNGI, engage nationally and negotiate partnerships with key stakeholders critical to driving reform.

The Executive Country Director will work cohesively as part of the APTC Senior Management Team and has overall responsibility for ensuring the successful operation of APTC PNG against its goals and objectives, including collaboration with the Australian High Commission (AHC), DHERST and other key stakeholders on the strategic and longer-term direction for TVET provision in PNG.

Key Responsibilities and Duties

Stakeholder Relationships

- Manage effective stakeholder relationships with the DHERST and other relevant Government of PNG Ministries the AHC, other regional and bilateral programs, development partners, industry groups and national TVET institutions;
- Understands and will work to strengthen the bilateral interests of the Australian Government in PNG through regular interaction with the AHC and supporting Australia's effective relationship with Government of PNG, other donors, industry and other stakeholders;
- Work collaboratively with DHERST to strengthen strategic and operational partnerships to support the development of TVET in PNG. In particular the DHERST Secretary, Senior TVET Adviser and other Australian funded advisers;
- Represent APTC at high-level official meetings and functions, the Joint Steering Committee, the Joint Management Committee, with partner institutes and at other meetings as required;
- Develop and maintain engagement and strategic communication with government, employer and community stakeholders, and the Pacific Labour Facility to identify current and future labour demands and foster a culture of co-investment to the cost of training;
- Work with partner institutes, government, regulatory authorities and other key TVET stakeholders to establish long-term partnerships with PNG TVET institutions with a demonstrated commitment to TVET reform and capacity development to achieve quality TVET delivery;
- Identify opportunities for supporting formal and informal coalitions of like-minded reform champions for a more skilled, inclusive and productive workforce; and
- Work closely with other APTC Executive, APTC Country Directors and TAFE Queensland to support regional issues and TVET reform.

Quality TVET Training Delivery

- Manage, through the Director TVET, delivery of accredited training of Australian Qualification Framework (AQF) Certificate to Diploma qualifications, skills sets, International Skills Training (IST) and microcredentials ensuring high quality delivery that is ASQA and TAFE Queensland compliant, flexible and innovative;
- Ensure the delivery of SNGI graduates outcomes as required under the Contract with training that includes accredited qualifications and skills sets that meet Australian or approved accredited PNG national regulatory requirements, delivered directly by APTC or through national TVET institutions supported by APTC as part of the annual training profile;
- Work with the Chief Academic Officer and Director TVET PNG to develop courses that meet national and international labour market demand for skills and qualifications including Recognition of Prior Learning, flexible, off-the-job or on-the-job training delivery;

- Manage the gradual transition of training delivery to APTC partners, ensuring compliance to approved accredited PNG national regulatory requirements.

Strategy, Communications, Monitoring and Evaluation

- Develop and deliver an approved PNG County Strategy that includes a dedicated work plan for SNGI and an effective reporting process as required by the AHC.
- Conduct PNG labour market analysis to determine demand for TVET qualifications and skills sets to enable the Annual Training Profile to accurately reflect Domestic and International training demand;
- Ensure that gender, equity and social inclusion policy is implemented and embedded in all PNG activities;
- Manage monitoring and evaluation activities in conjunction with the Deputy CEO, to prepare monitoring and evaluation reports against the APTC Monitoring, Evaluation and Learning Framework, specified milestone reports and other reporting requirements; and
- In conjunction with the Deputy CEO and Senior Strategic Communications Manager, develop and promote a strategic Marketing and Communications Plan to increase co-investment, employment outcomes and improvements in quality TVET provision.

Gender and Social Inclusion

1. Development and implementation of an APTC PNG Gender Equality and Social Inclusion Strategy leading to increased access for individuals to both APTC and TVET partner organisations.
2. Ensure an effective approach to the communication and promotion of APTC and TVET in PNG to target the most vulnerable groups including women, people living with disabilities and those from rural communities and other social equity priorities.

Leadership and Management

- Provide effective leadership and operational management to the team of Directors, advisers, training and administrative staff in PNG, instilling a culture of collaboration and high performance for the benefit of students, employers, industry, community and program stakeholders;
- Ensure strategies and mechanisms are implemented to achieve collaboration, coherence and efficiency across all APTC PNG staff and functions for all regional, bilateral and commercial activity delivered in PNG;
- Mentor, coach and support direct reports to ensure a consistent and quality approach to service provision with the timely resolution of operational problems and management issues.
- Conduct annual performance and development reviews consistent with APTC requirements, providing staff with supportive accountability, ongoing regular and timely support, feedback, coaching and mentoring where appropriate;
- Ensure effective strategic and operational risk management of PNG all program activity that includes implementation of required work, health, safety and security plans for all staff and advisers in PNG.
- Manage the financial sustainability of APTC PNG ensuring cost-effective and value for money program activity through effective monitoring, tracking, analysis and control of the PNG country budget, including any additional reporting of bilateral activity as required by DFAT PNG.
- Sourcing appropriate business development opportunities and identifying opportunities for commercial and co-investment from all stakeholders.
- Manage the provision of secretariat services to the Joint Steering Committee and Joint Management Committee.

NOTES:

1. The incumbent can expect to be allocated duties, not specifically mentioned in this document, but within the capacity, qualifications and experience normally expected from persons occupying positions at this level.
2. The incumbent is expected to be collaborative, flexible and willing to assist others during peak periods and absences, as required.

Within the context of the Key Responsibilities and Duties described above, the incumbent will be required to:

<p>Demonstrate professionalism and integrity by:</p>	<ul style="list-style-type: none"> • Adhering to the APTC Staff Code of Behaviour, the APTC Staff Conduct Protocols, and TAFE Queensland's Code of Conduct. • Adhering to DFAT Policies as they relate to APTC. • Adhering to the APTC Close Personal Relationship Policy. • Adhering to the APTC's Child Protection Code of Conduct. • Adhering to APTC policies and regulations, including equal opportunity, anti-discrimination and harassment and those of TAFE Queensland. • Working safely and ensuring others, including students, work safely. • Complying with all accreditation and audit requirements. • Treating people fairly and equitably and being transparent in decision making. • Taking responsibility for timely and accurate completion of work with a strong attention to detail. • Demonstrating initiative in considering alternative ideas.
<p>Support productive relationships by:</p>	<ul style="list-style-type: none"> • Respecting the needs and contribution of team members. • Accepting team decisions. • Taking responsibility for their own performance. • Providing support to other team members. • Demonstrating initiative within the team. • Demonstrating a pro-active and enthusiastic demeanor.
<p>Achieve results by:</p>	<ul style="list-style-type: none"> • Taking responsibility for meeting objectives and achieving shared goals. • Providing courteous, prompt and professional service to external and internal clients. • Responding positively to change. • Being innovative and identifying and implementing improved work practices.
<p>Communicate with influence by:</p>	<ul style="list-style-type: none"> • Effectively presenting information – both verbally and in writing • Accepting and acting on constructive feedback • Attending and actively participating in scheduled meetings

Key Selection Criteria

Qualifications, Experience and knowledge

1. Tertiary qualification in international development or education or another relevant discipline such as political science, international business or change management.
2. Extensive demonstrated experience leading and managing in a complex environment with an understanding of, or the ability to quickly acquire an understanding of, the complex nature of TVET systems in developing countries.
3. Established conceptual, analytical and [Thinking and Working Politically](#) (TWP) skills including the ability to identify emerging issues, and expertise to resolve operational issues and manage innovative solutions to complex problems in an adaptive manner.
4. Practical experience in negotiating and developing new business opportunities as demonstrated through industry relationships management.
5. Experience working in the Pacific, preferably in TVET management or a development program.
6. Proven ability to establish priorities, organise and manage staff performance, achieve end-of-program objectives and to meet tight deadlines within a complex organisation.
7. Excellent verbal, written and ICT skills, stakeholder and relationship management skills, change management skills and an ability to prepare high-level responses and reports.

Personal attributes

1. Willingness and ability to facilitate rather than direct, to provide support and systems to build staff and partners' confidence and skills to work in an adaptive manner and to work beyond self-interest.
2. Strong commitment to reform and Pacific skills development

3. Highly developed interpersonal communication skills with proven experience in building and sustaining productive internal and external stakeholder relationships and developing relationships of trust with partners and counterparts.
4. Demonstrated cultural awareness and sensitivity and proven ability to work with people from diverse cultural and linguistic backgrounds and diversity of age, gender and ability.
5. Ability to work through uncertainty, collaboratively and with creativity to support the achievement of shared objectives

Desirable Selection Criteria

1. Experience working within an educational organisation, preferably TVET.
2. Experience working on an aid funded project, preferably Australian Government.

Additional Information

1. You may be required to travel and work across various APTC locations.
2. Travel and overnight absences from base may be required for this position.
3. The possession of a motor vehicle driver's license is essential.
4. A criminal history check will be initiated on the preferred applicant.
5. A non-smoking policy applies in APTC buildings, offices and motor vehicles.
6. If the successful applicant has been engaged as a lobbyist, a statement of their employment is required.
7. The successful applicant will be required to complete a period of probation.

Inherent Physical Requirements

Physical Requirements		Frequency
Posture	<ul style="list-style-type: none"> • Sitting • Standing • Walking 	Frequent/Constant Occasional/Frequent Occasional/Frequent
Upper Limb/Body	<ul style="list-style-type: none"> • Computer operation • Handwriting • Reaching above shoulder and bending below the knee to access work materials • Repetitive hand movements • Sustained neck flexion when reading documents 	Frequent/Constant Occasional/Frequent Occasional Occasional Occasional
Other	<ul style="list-style-type: none"> • Twisting in a seated position to access drawers at the desk • Lifting/carrying 	Occasional Occasional
Work Environment	<ul style="list-style-type: none"> • Indoor air conditioned rooms • Domestic and international work related travel • Overnight absences from base 	Frequent Occasional Occasional

Signatures

Name of Accountable Manager

Signature

Date

Name of Incumbent

Signature

Date