

Role Title	Manager Performance and Communications
Location	Port Moresby, Papua New Guinea
Classification	NS8
Reports to	Executive Country Director PNG
Employment Status	Full Time, Fixed Term
Duration	Until 30 June, 2023

About TAFE Queensland and the Australia Pacific Training Coalition

The Australia Pacific Training Coalition (APTC) is an Australian Government initiative in partnership with the Pacific and Timor-Leste.

As Australia's flagship Technical and Vocational Education and Training (TVET) investment in the region, APTC provides Australian standard training qualifications and forms partnerships and coalitions to achieve training outcomes and TVET systems reform.

APTC works collaboratively with national governments, development partners, private sector, organisations for people with disabilities, civil society organisations, and TVET institutions across ten countries: Fiji, Kiribati, Nauru, Papua New Guinea (PNG), Samoa, Solomon Islands, Timor-Leste, Tonga, Tuvalu, and Vanuatu. The regional head office is located in Suva, Fiji.

In PNG, APTC has trained more than 3,600 Papua New Guineans since its inception in 2007, of whom over 1,000 are women.

The reach of APTC is being expanded beyond the capital region through the PNG Sub-National Growth Investment (SNGI). The SNGI builds capacity and quality of training by partnering with three regional Higher Education Institutions (HEIs): Mt Hagen Technical College (MHTC), Highlands Agriculture College (HAC), and Bougainville Technical College (BTC).

This is in addition to a long-established partnership with the Port Moresby Technical College (POMTECH), and collaborative work with the PNG Department of Higher Education, Research, Science and Technology (DHERST).

The SNGI program aims to assist partner institutions in jointly increasing up to 400 - 600 graduates annually in industry-relevant trades and skills in priority economic sectors, with a mix of PNG and Australian qualifications. The End-of-Program Outcomes (EOPOs) of the PNG SNGI are consistent with those of the overarching APTC regional program:

EOPO 1: Graduates have improved employment outcomes

EOPO 2: Co-investment in skills training increases

EOPO 3: Selected TVET partners demonstrate quality TVET provision

APTC is managed by TAFE Queensland on behalf of the Department of Foreign Affairs and Trade (DFAT). As a contractor to APTC, you will be part of a leading provider of further education and training committed to quality teaching, a safe working environment, and delivering real outcomes for students.

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

For more information about APTC visit: <http://www.aptc.edu.au/>

About the Role

The Skills for Sub-National Growth Investment (SNGI) builds the capacity and quality of training of three regional Higher Education Institutions to increase graduates in industry-relevant trades and skills in priority economic sectors.

The Performance and Communications Manager PNG is responsible for the implementation of the Monitoring, Evaluation and Learning Framework (MELF) in PNG, including liaison with key stakeholders ensuring the timely and quality delivery of reports.

The incumbent will ensure APTC PNG is able to demonstrate its results through the collection and use of evidence from monitoring and evaluative activities.

The incumbent is responsible for the provision of timely and high-quality performance data, managing a system of learning in line with the Monitoring and Evaluation Framework (MELF).

The incumbent will work with Manager Planning, Monitoring, Evaluation and Learning (PMEL) Regional Head Office (RHO) to strengthen the Monitoring, Evaluation and Learning (MEL) systems, ensuring that evidence is generated on time and a quality manner that meets the information requirements of donors and other key stakeholders that would track performance and progress of the PNG SNGI program and regional program delivery, in line with the MELF.

The position is responsible for managing a team that includes the Communications and Marketing Coordinator, the Communications, Alumni and Events Officer along with the Gender Equality, Disability and Social Inclusion (GEDSI) Coordinator.

The position reports to the Executive Country Director PNG but works closely with the RHO PMEL Manager, Strategic Communications Manager and other relevant key staff in RHO.

Key Responsibilities and Duties

Monitoring, Evaluation and Learning

- Ensure the collection, collation and analysis of quality output and outcomes data for PNG that incorporates Gender Equality, Disability and Social Inclusion (GEDSI) considerations and informs APTC PNG performance against the APTC Monitoring, Learning and Evaluation Framework (MELF), as contextualized for PNG
- Manage the effective implementation of the APTC MELF in PNG by:
 - Collaborating closely with RHO Manager PMEL to manage implementation in PNG of key PNG MEL activity, such as analysis of PNG data collected from student surveys, development of case studies and report writing.
 - Manage the collection of data, monitoring and reporting of all APTC PNG and SNGI performance, including GEDSI outcomes, ensuring appropriate capture of MEL information using program databases and EMIS facilities.
 - Ensure the quality assurance and disaggregation of data on PNG applicants, enrolments and graduate outcomes in line with DFAT requirements.
- Support APTC processes to assess PNG student and stakeholder satisfaction at commencement and completion of studies, and longer-term impacts through tracer and other studies.
- Contribute to the ongoing process of testing, refining and further developing the PNG program theory of change and its key assumptions. This includes evaluative inquiry and focused research to be developed as part of MEL processes as well as annual review and refinement of the PNG MEL plan.
- Ensure reporting is compliant with the DFAT Performance Assessment and Evaluation Policy; Quality Reporting System for Aid Initiatives; cross cutting issues of gender, social inclusion, and disability; and informs APTC PNG of participation, completion and satisfaction of all students.

Planning and Reporting

- Produce high quality written reports and presentations to meet the requirements for MEL deliverables, coordinating with DFAT PNG and APTC staff as appropriate.

- Drive the APTC Planning Process in PNG, including the collection and analysis of PNG labour market information to inform development of strategies and plans to achieve employment and productivity outcomes.
- Review and consolidate PNG contributions to strategic program reporting including six-monthly Reports and Annual Report and Plan, with particular focus on DFAT PNG reporting requirements.
- In collaboration with APTC Communications Team, develop creative ways of sharing program outcomes with APTC stakeholders including DFAT, training provider partners, and alumni.

Communications and Marketing

- Manage the marketing and communications function and staff within PNG to ensure effective planning, development, execution and evaluation of APTC PNG promotion and communication activities in line with the APTC strategic priorities and branding guidelines.
- Ensure the effective co-ordination of alumni activities, provision of effective strategic, administrative and practical support for Alumni Chapters and the implementation of the APTC Alumni Plan.

Gender and Social Inclusion

- Demonstrate and model behaviors that support gender equality and social inclusion in all aspects of work.
- Support the GEDSI Coordinator to ensure high quality deliverables that are fit-for-purpose to support GEDSI outcomes across the range of APTC PNG activities.
- Ensure GEDSI considerations and sensitivity are incorporated at all levels of PNG planning, management and MEL systems, supporting the robust monitoring of activities and collection of data on GEDSI outcomes.

Management and Organisational Development

- Manage staff consultant inputs to PNG PMEL to ensure efficient and effective implementation of activities, achievement of objectives, and coordination with RHO Strategy and Effectiveness team.
- Manage the performance of staff where relevant to build expertise and professional excellence.
- In conjunction with APTC PNG leadership and RHO identify professional development activities to build capacity for undertaking PMEL activities among PNG staff and partners.
- Actively contribute to APTC PNG leadership and management activities, in particular using MEL evidence to support a culture of learning and continuous improvement.
- Participate in all relevant management meetings, HR and performance management processes.

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:

Demonstrate professionalism and integrity by:	<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 apply to APTC. • Adhering to the APTC Close Personal Relationship Policy. • Adhering to the DFAT Child Protection and PSEAH safeguards. • Adhering to APTC policies and regulations, including equal opportunity, antidiscrimination 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.
Support productive relationships by:	<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.
Achieve results by:	<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.
Communicate with influence by:	<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

1. A tertiary qualification and/or experience that may include research, planning, monitoring and evaluation or related discipline with demonstrated skills in managing high level reporting processes including report writing, editing, analysis and interpretation of data.
2. Demonstrated skills, knowledge and experience in the collection of quality data from complex programs, that informs and demonstrates performance against set outcomes.
3. Highly developed conceptual, analytical and strategic thinking skills including the ability to identify and respond appropriately to current and emerging issues.
4. High level of skills in developing innovative MEL processes for development projects including the skills to facilitate and apply learning from MEL findings.
5. Proven ability to establish priorities, organise and supervise staff, achieve objectives and to meet tight deadlines within a complex organisational structure.

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.
2. Experience living and working in Papua New Guinea.
3. Experience working on an aid-funded project, preferably Australian Government, would be an advantage.

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. You may be required to undergo a medical check.
6. A non-smoking policy applies in APTC buildings, offices and motor vehicles.
7. If the successful applicant has been engaged as a lobbyist, a statement of their employment is required.
8. The successful applicant will be required to complete a period of probation.
9. The successful applicant maybe required to obtain a Working with Children's Check.

Inherent Physical Requirements

Physical Requirements		Frequency
Posture	<ul style="list-style-type: none"> • Sitting • Standing • Walking 	Constant Occasional Occasional
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 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