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| Role Title | Partnership and Coalition Facilitator |
| Location | Port Vila |
| National Classification | NS5 |
| Reports to | Country Director, Vanuatu/Nauru |
| Employment Status | Fixed Term – Full Time |
| Duration | As specified in your Letter of Appointment |

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 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 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

The Partnership and Coalition Facilitator's key responsibility will be to ensure APTC Vanuatu Country Office is informed by ongoing political- economy analysis (PEA) and application of the principles of a Thinking and Working Politically (TWP) approach.

This position will be part of the Partnership and Coalitions Unit (PCU) whose role is to develop and support business processes to underpin effective and durable strategic partnerships and reform coalitions with Pacific governments, TVET training providers and key industry and community stakeholders.

The facilitator will support Vanuatu/Nauru Country Director, APTC staff and key partners and equip them with

the skills and tools to apply APTC's partnership and politically informed approaches to achieving the EOPOs. This position will manage operations of the catalytic TVET System Strengthening Fund in Vanuatu and Nauru.

Key Responsibilities and Duties

Political Economy Analysis

- ☐ Maintain and support systems for ongoing PEA, environmental scanning, stakeholder mapping and application of the principles of a TWP approach to Vanuatu Country Office and Nauru Desk.
- ☐ Support Vanuatu/Nauru Country Office leadership team to utilise the political analysis, insight and understanding of local context to identify local reform agendas and potential opportunities for TVET reform coalitions at local, provincial and national level.
- ☐ Provide information and advice to the Communications Officer in Vanuatu and the Nauru Country Liaison and Engagement Coordinator for development of communications products on Vanuatu- and Nauru-based reform coalitions and partnerships and the TVET Systems Strengthening Fund.

Business Process and Quality Oversight

- ☐ Implement business processes which underpin APTC's Vanuatu/Nauru Country Office partnership approach, and ensure that all staff understand and use those business processes in their partnership and coalition management.
- ☐ Provide support to Vanuatu and Nauru reform coalitions to ensure their contribution to EOPOs.
- ☐ In conjunction with Suva-based PCU, contribute to six monthly and annual reflection and review processes to promote adaptive learning and decision making.
- ☐ As needed, in consultation with PCM, contribute to formulation of partnership/coalition agreements or memorandums of understanding and/or any relevant documentation for Vanuatu- and Nauru-based TVET reform coalitions.

TVET System Strengthening Fund

- ☐ Work with the Suva-based PCU, in consultation with the Country Director Vanuatu/Nauru to implement the TVET System Strengthening Fund in Vanuatu and Nauru.
- ☐ Prepare written reports on prospective reform coalitions indicating the overall objectives to be achieved, the co-investment by all parties, and the rationale for any proposed allocation from the TVET Strengthening Fund, including the outlook for sustainability.
- ☐ In consultation with the Country Director Vanuatu/Nauru, and Finance team, manage Vanuatu and Nauru support from the TVET System Strengthening Fund, maintaining accurate and detailed records including outcomes and key learnings.

Organisational Development

- ☐ Support the PCM to build expertise and professional excellence within the PCU.
- ☐ With the support of the Suva-based PCU, implement a contextualized program of professional development of APTC Vanuatu and Nauru staff in PEA, TWP, coalition building and partnership brokering to build capacity across the whole of the country program. Provide ongoing guidance as necessary and support to APTC staff.
- ☐ Support the PCM to review and evaluate the APTC Partnerships and Coalitions strategies and the effectiveness of its implementation in Solomon Islands every 6 months to:
 - ☐ Glean learnings, implement continuous improvement and deliver the contractual requirements; and
 - ☐ Ensure APTC Country Directors are kept appropriately informed about any directional changes.
- ☐ Participate in all relevant 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:

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| <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 the APTC Close Personal Relationship Policy and that of TAFE Queensland's. • 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. • Adhering to APTC and DFAT requirements. • 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

1. Tertiary qualifications in politics, aid or development or in a relevant field and experience working with government, civil society and private sector entities.
2. Demonstrated experience in managing a grant funding mechanism or platform to support reform initiatives, designing and implementing business processes of a funding mechanism or platform.
3. Experience and/or exposure to political-economy analysis, stakeholder engagement, relationship management and capacity development.
4. Demonstrated ability to facilitate, brokering or managing partnerships or collaboration arrangements.
5. Demonstrated ability to manage multiple program activities across large and complex environments including grant management, program development and time management skills.
6. Strong written and oral communication skills with demonstrated ability to communicate specialised and nuanced information for reporting purposes.
7. Ability to draw on range of resources (tools, approaches etc.) to effectively support, facilitate and guide TVET reform coalitions.

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 organization or a multi-stakeholder project would be an advantage.
2. Experience working on an aid funded project, preferably Australian Government, would be an advantage.
3. Working knowledge or fluency of at least one Pacific language 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 desirable.
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.
8. The successful applicant maybe required to obtain a Working with Children's Check.

Inherent Physical Requirements

| Physical Requirements | | Frequency |
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| 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