

NSW Utilities & Electrotechnology Industry Training Advisory Body (NSW UE ITAB)

EXECUTIVE OFFICER

POSITION DESCRIPTION

About NSW UE ITAB

NSW Utilities & Electrotechnology Industry Training Advisory Board (ITAB) is an independent, not-for-profit vocational, skills, training, competency, qualifications, occupational standards, workforce development and careers advisory body.

The NSW UE ITAB specialises in consulting energy-utilities and electrotechnology industry stakeholders, conducting experiential vocational education and training and labour market research, and providing advice on components of related national Training Packages as well as implementation, workforce development, skills formation, competency training and assessment, job design and work organisation. As well, career opportunities and pathways in the industry.

The NSW UE ITAB is currently seeking the services an experienced and qualified person to take on the position of Executive Officer from July 2024.

The Executive Officer Role

The NSW UE ITAB Executive Officer is expected to have excellent leadership, interpersonal and communication skills, the ability to work independently and autonomously, across the broadest spectrum of industry, government, and education circles, coordinate a motivated and skilled staff as and when required, and work with the national network of entities on projects, systems and activities of national relevance.

The role requires the Executive Officer to have sound working knowledge of the *Utilities and Electrotechnology* industry and its various sectors as well as allied industries, particularly New South Wales (NSW). Additionally, possess working knowledge of the national and state Vocational Education and Training (VET) systems, enterprise-based training arrangements, general and tertiary education systems, and workforce development and training reform agendas.

The Executive Officer is required to maintain an executive relationship with the Chair, Deputy Chair, respective Board directors and NSW UE ITAB company members.

Functions of the Executive Officer

The Executive Officer's function is to manage with minimal supervision the secretariat role of the Board, as well as related activities, which include but are not limited to:

- Managing delivery under the supervision of the Board, the core service KPA deliverables including progress reports to the NSW government in accordance with the Funding Deed.
- Coordinating bipartite meetings of general members and executive committee.

- Working closely with the members of the Board including assisting development and implementation of the Company's business plan, managing board business and managing and administrating the Board's secretariat function as well following up ASIC reporting.
- Managing the company's finances, budgets, and day-to-day business, as well as preparing annual accounts for approval of the members of the company in consultation with the Company's auditor.
- Developing submissions and policies on sector related workforce, skills, training and competency matters for Board review, approval and publication.
- Coordinating meetings of the Board, Sector Advisory Committees (SACs) and sub-committees – electrotechnology; electricity supply generation; electricity transmission, distribution and rail; gas transmission, distribution and control, including establishing relevant consultative groups to assist the ITAB in stakeholder consultation processes.
- Cultivating networks and cooperative working relationships with a wide range of stakeholders and government agencies as well as peer ITABs to gather relevant intel.
- Providing industry advice to government on traineeship and apprenticeship matters and developments; vocational training order updates/modifications; skill shortage list proposals and updates; RTO accreditation, support, training, assessment, qualification and units of competency implementation requirements and related funding issues; industry workforce priorities, industry career pathways, and relevant emerging issues.
- Promoting government initiatives and policies encompassing those outlined in the Funding Deed KPAs to industry stakeholders outlining opportunities and pathways for contributing to the improvement of workforce recruitment, reskilling and retention strategies in NSW.
- Representing the ITAB and its objectives and policies in forums, workshops, public events, committees, working parties, government inquiries including accepting invitations to join and participating in specific purpose government or industry committees and working parties which assist and advance the objectives and Board approved policies.
- Managing, coordinating and conducting career and workforce development marketing and promotions activities to industry, schools, regulators and related stakeholders.
- Producing and maintaining media publications/articles/media releases/newsletters including managing and maintaining electronic mediums – website and social media.
- Managing projects, including identifying initiatives and funding sources, and coordinating tender submissions as well as managing related finances and budgets.
- Undertaking research and development of vocational education and training and labour market activities and producing reports as requested by the Board or related stakeholders for advice to government or industry.
- Establishing and maintaining regional NSW stakeholder networks.

NSW UE ITAB's principal relationships:

National: Powering Skills Organisation (PSO) – the national industry Jobs Skills Council (JSC), sector and discipline specific Training Advisory Groups (TAGs), relevant federal government entities and agencies.

State: Employer and industry associations, unions, industry enterprises, Department of Education - Training Services NSW, other interrelated government departments and agencies, industry networks, Registered Training Organisations (RTOs) including TAFE NSW, universities and institutions, school bodies covering public, private, and religious (e.g. catholic) sectors.

Incorporated responsibilities:

The Executive Officer is required to ensure that the ITAB maintains the NSW Industry Training Advisory Services Core Services as defined in the Key Performance Areas (KPAs) of the NSW Department of Education - Training Services NSW (TS NSW) Funding Deed.

The Executive Officer is required to ensure progress reports and final reports incorporated in the Funding Deed are prepared in the format advised by the Department including information as advised by the Department and that they are completed in a timely manner.

The Executive Officer is expected to visit each TS NSW Region at least once during each contracted period.

The Executive Officer is responsible for organising and coordinating with the Board's approval the ITAB's Conference, subject to available funds and fiscal viability.

The Executive Officer is expected to take on the responsibility as the Company Secretary to the Board of Directors if nominated and requested by the Board of Directors.

Position terms and conditions:

1. Position

1.1. Employment is fulltime.

1.2. The duties of this position are set out in the position description outlined above. You will be required to perform these duties, and any other duties the employer may assign to you, having regard to your skills, training and experience.

1.3. You will be required to perform your duties independently and autonomously at your **residential address** in Greater Sydney or elsewhere as reasonably directed by the Board (the employer).

2. Probation

2.1. A probation period will apply for the first three months of your employment. During this time, the Board will assess your progress and performance in the position.

3. Terms and conditions of employment

3.1. Unless more generous provisions are provided in this letter or in an additional Schedule, the terms and conditions of your employment will be those set out in the applicable legislation. This includes, but is not limited to, the National Employment Standards in the *Fair Work Act 2009*. No applicable legislation is incorporated into the employment contract.

3.2. The additional terms and conditions set out in the “*Incorporated responsibilities*” outlined above, will also apply to your employment.

4. Ordinary hours of work

4.1. Your ordinary hours of work will be 38 hours per week, plus any reasonable additional hours that are necessary to fulfil your duties or as otherwise required by the employer.

5. Remuneration

5.1. You will be paid an annual salary package of \$xx.xx inclusive of superannuation.

5.2. The amount in 5.1 includes the employer superannuation payments on your behalf in accordance with the *Superannuation Guarantee (Administration) Act 1992*.

5.3. Your remuneration will be reviewed annually and may be increased at the employer's discretion.

6. Leave

6.1. You are entitled to leave (e.g. annual leave, personal leave, carers leave, compassionate leave, parental leave, community service leave and long service leave) in accordance with the National Employment Standards.

Contact details:

First instance about the job

Executive Officer: Tony Palladino
Email: tony@uensw.com.au or
Mob: 0437 396 363

To apply for the position:

Chair: Mr David Hughes
Email: david.hughes2763@gmail.com
Mob: 0402 060 332.