

CAREERS AT THE INSTITUTE

Training & Business Development Coordinator

12 Month Maternity Contract

The WA Institute of Public Administration is the professional association for the public service – our representation primarily comes from the local, state and federal public service plus academia and the Not for Profit sector.

We deliver Professional Development Training to members and run over 150 courses/events per annum. Please review our web site for more information: www.wa.ipaa.org.au

The Team

We are a small team that enjoys working in a busy environment but we also know how to manage our time so there is balance! We are located in the CBD with easy access to public transport, cafes and shops. We love what we do and the frequent interaction with our constituents makes us aware of how important our work is.

What we expect of you

We are looking for a person with passion for developing learning and development training programs. You will need to enjoy working in a fast paced environment, be a methodical thinker and have strong networking skills. You will need to be able to work and contribute to a small team environment.

Your experience in, and strong understanding of, the public sector will be essential to this role. You will be successful if you understand current issues relevant to the public service and those working with the public service (both private and not for profit organisations).

Desirable

- Experience of government and public administration
- Knowledge of the education and training sector
- Experience in developing and delivering educational programs
- Knowledge of the state government and the public sector in general
- Tertiary qualification in training or business or public policy
- Intermediate MS Office skills
- Confidence and knowledge of IT in general

This is a Full Time Position for a fixed maternity contract and your role will include:

1. Liaising with contracted training facilitators
2. Sourcing gaps within the current program
3. Liaising with senior members of the public service across all tiers of government
4. Public speaking
5. Preparing MOUs and Agreements
6. Building a network and collaborating effectively with a range of presenters and content experts
7. Contribute to team budget, KPIs and strategic plan

To be guaranteed an interview with this reputable organisation, you must demonstrate in your application:

- Previous experience of the public sector in any tier
- Project management ability
- Experience and knowledge of issues facing the public service
- Example of liaising with members of the public service
- Experience in dealing with a variety of stakeholders
- Proven ability to work in a busy team environment

Send in a covering letter addressing all of the above points with your CV to: ceo@ipaawa.org.au
Further information call 9221 1177. **Applications close 17 February.**

