

POSITION DESCRIPTION

Training and Career Pathways Manager

Date:	26 January 2024	Line Manager:	People and Culture Manager
Title:	Training and Career Pathways Manager	Direct Reports:	Nil
Team:	People and Culture – People and Culture Team	Status of Position:	Permanent Full Time
Location:	Sydney / Canberra	Date Reviewed:	

1 Position Summary

Reporting to the Executive General Manager People and Culture, the [Training and Careers Pathway Manager](#) is responsible for managing internal learning and development, SQE's engagement with career pathways in renewables, and the creation of a talent pipeline for SQE and the renewables sector more broadly.

1.1 Key Responsibilities

1. Manage internal learning and development

- Develop and implement a comprehensive training and career development strategy aligned with the SQE's organisational strategy.
- Work with P&C Business Partners and team managers to understand specific training needs and appropriate training providers.
- Conduct regular needs assessments to identify skill gaps and training requirements.
- Identify and document career pathways within SQE.
- Foster a culture of continuous learning and professional development.

2. Work with internal stakeholders to facilitate skills and training initiatives in regional communities and cities

- Collaborate and work with the Stakeholder Engagement team, the Regional Economic Development (RED) team and First Nations Engagement (FNE) team on skills and training initiatives with regional educators, schools and local registered training providers in regional areas SQE is working in.
- Create and distribute educational presentations to RED and FNE Facilitators to conduct career sessions at schools and other tertiary institutions to promote skills, training and careers in the renewables sector to school students, school leavers and undergraduates.
- Work with the First Nations Engagement Facilitators to identify schools, skills and training needs of First Nations communities, and collaborate and co-design culturally respectful First Nations skills packages.
- Work with internal stakeholders to facilitate social licence commitments (training and employment) for ALTESAs.

- Proactive use and maintenance of Stakeholder Engagement system, Consultation Manager, to capture all related stakeholder interactions.

3. Manage SQE's engagement with career pathways in the renewables sector

- Participate in workforce development forums and committees including the Clean Energy Council's Workforce Development Committee and State and Federal government steering committees.
- Analyse the renewable energy skills gaps and trends to provide input into SQE's Training Strategy and other external engagement opportunities.
- Provide accurate and timely input into reports, briefings, submissions, and other documentation that may be required.

4. Manage the creation of a talent pipeline for SQE and the renewables sector more broadly

- Establish and maintain key relationships with universities and other tertiary institutions to build a pipeline of talent at SQE.
- Organise design and implementation of collaborative programs with education or training institutions e.g. sponsor an award, facilitate speakers at event etc.
- Manage the distribution of SQE scholarships and other SQE funded training regionally and nationally.
- Organise for subject matter experts in SQE to contribute to learning forums.

1.2 General Responsibilities

Health, safety, and environment	Comply with all workplace health, safety and environmental obligations and report any incidents, hazards and accidents to the safety and environment team.
Administration	Ensure all documentation is stored and recorded on the Squadron Energy document management system.
Reporting	Ensure that issues and risks are escalated/reported to management in a timely manner.
Financial	Adhere to Squadron Energy and project procedures for purchasing and expenditure in compliance with approved budgets.
Stakeholders	Maintain a professional relationship with all project Stakeholders.
Company	Ensure that all work is carried out in accordance with Squadron Energy's employee policies and standards.

2 Skills and experience

2.1 Experience and knowledge

- Demonstrated experience developing, managing, and strengthening relationships with internal and external stakeholders
- Proven experience in designing and delivering training programs
- Strong understanding of career development practices and strategies
- Excellent communication and interpersonal skills
- Ability to collaborate with diverse teams and stakeholders
- Familiarity with learning management systems (LMS) and other training technologies
- Relevant experience working in tertiary sector, schools, VET, or skills industry

2.2 Skills

- Well-developed oral and written communication skills, including writing for a range of purposes and audiences from community to government.
- Demonstrated organisational skills including prioritising tasks, managing multiple projects efficiently in a fast-paced, constantly changing environment.
- Ability to meet tight deadlines, work without supervision and manage a diverse workload, together with strong conceptual, analytical and research skills.

2.3 Qualifications

- Bachelor's degree in Human Resources / Training and Development or relevant work experience
- Driver's licence

3 Core behavioural responsibilities for all employees

Our values drive everything we do and underpin the culture we seek to create. Integration of our ten core values into our employment practices and frameworks allows Squadron Energy to recognise and respect individual employees for their personal contributions to their roles, their colleagues, our company and stakeholders.

Humility Be vulnerable, take risks to trust others.	Courage and Determination NEGU - we never ever give up.	Empowerment Go to your leader for advice, not permission.	Enthusiasm Be the most positive person in the room.
Family Support each other, always be kind.	Frugality Think of ways we can do things better, faster, cheaper, safer.	Generating Ideas Always be on the lookout for breakthroughs.	Integrity Do what you say you're going to do.
Safety Look out for your mates and yourself.	Stretch Targets Always be uncomfortable with your level of challenge.		

Squadron Energy is an EEO employer and we value diversity within our company.