



An Australian Government Initiative



REGIONAL DEVELOPMENT AUSTRALIA WHEATBELT

Permanent Full-Time – Director Study Hubs

About the role, how to apply and the required selection criteria

CONTACT FOR FURTHER INFORMATION

Enquiries are to be directed to:
Regional Development Australia (RDA) Wheatbelt
Phone: (08) 9575 1888
E-mail: admin@rdawheatbelt.com.au

APPLICATION

Applications should be addressed to:
Josh Pomykala
Chief Executive Officer
Regional Development Australia Wheatbelt

Ensure your application is clearly marked:
'Private & Confidential – Director Study Hubs'

Applications must be received by **4:00pm on Thursday, 24 September 2026**.

You may submit your application:
By email: admin@rdawheatbelt.com.au
By post: 3 Constable Street, Gingin WA 6503

About RDA Wheatbelt

Regional Development Australia (RDA) is a national network of 53 committees across Australia, committed to supporting the development of Australia's regions.

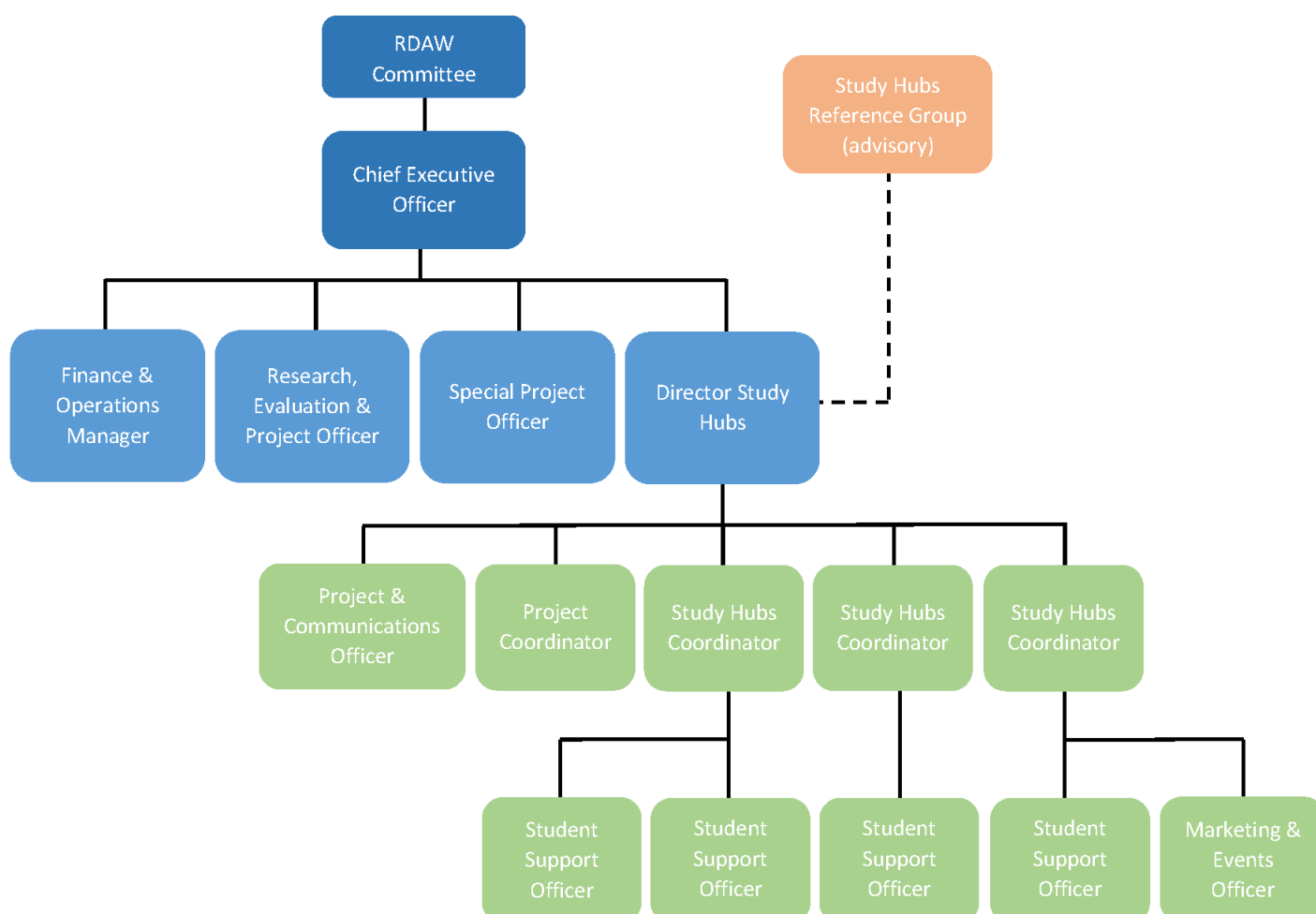
The RDA network strengthens partnerships across all three tiers of government, business networks, and the wider community to boost the economic capability and performance of regions. RDAs are active in promoting Australian Government programs and shepherding communities towards appropriate funding sources that will assist projects that work towards economic development.

Through strategic partnerships, innovative opportunities, ideas with implementation, providing advice and connections, the collection of data and regional intelligence to support investment decisions, partnerships with businesses to leverage project potential, the exchange of information, and communication across all three levels of government.

The Wheatbelt region has a population of approximately 77,000 people, covers 156,000 square kilometres across 42 Local Governments and over 200 communities, with an annual gross regional output of \$18 billion.

Website: <https://rdawheatbelt.com.au/>

Organisational Structure:



Position Details

Position:	Director Study Hubs
Employment type:	Permanent full-time (37.5 hours per week) Normal hours are 8.30am to 5pm, Monday to Friday. Some activities may involve weekends or extend past normal hours, which will be recouped through time-off-in-lieu (TOIL).
Location:	Preferred location within the Wheatbelt region. Includes some work from home opportunity. Involves considerable travel within the Wheatbelt and the Perth metropolitan area. Interstate travel may be required from time to time.
Remuneration:	Base salary between \$125,000 and \$130,000 per annum, depending on qualifications and experience. 12% superannuation. 17.5% annual leave loading.
Other:	Annual professional development allowance. Up to 20% personal use of work vehicle. Six-month probation period.

ORGANISATIONAL RELATIONSHIPS

Responsible to:	Chief Executive Officer
Supervision of:	Study Hub Coordinators (x3) Projects & Communications Officer Projects Coordinator
Internal liaison:	Chief Executive Officer Finance & Operations Manager Research, Evaluation and Project Officer Study Hub Coordinators (x3) Projects & Communications Officer Projects Coordinator Student Support Officers (x4) Marketing & Events Officer
External liaison:	Western Australian Universities Other universities throughout Australia Australian Government Department of Education Other relevant Australian Government Departments Other relevant State Government Departments

Study Hubs Program

Regional Development Australia (RDA) Wheatbelt delivers the Regional Study Hubs program, overseeing the operations of six Study Hubs, with five regional located hubs in Merredin, Narrogin, Northam, York, and Wongan Hills, and a suburban study hub in Ellenbrook. The program is supported by the Australian Government to assist students in regional and remote areas access higher education without having to leave their community.

We are proud to be one of many Regional Study Hubs across Australia, working together to improve the accessibility of higher education in regional, rural, and remote areas.

The study hubs provide a completely free service supported by the Australian Government; exploring study options that fit in with students' lives; free Wi-Fi and printing; plug and play docking stations for laptops; comfortable study areas; in-person support and guidance; enrolment support; study advice, planning, time management support; connections with wellbeing support services; Uni Learning Management System platform and other IT support; general assignment help; workshops; networking and social events.

Websites:

Lumen Study Hubs <https://lumenwruc.edu.au/>
Ellenbrook Study Hub <https://ellenbrookstudyhub.edu.au/>

The Role

Regional Development Australia (RDA) Wheatbelt is seeking a suitably qualified and experienced individual to fulfil the role of Director Study Hubs. The Director will lead the operations of the Study Hubs programs, within a framework of activities overseen by the Chief Executive Officer of Regional Development Australia Wheatbelt.

The Director will develop and implement strategies to increase participation and outcome levels of tertiary students in the Wheatbelt region, in partnership with the university and vocational education and training sectors. The role will oversee the operations of the Study Hubs program under the supervision of the Chief Executive Officer, positioning the program strategically as a key tertiary education stakeholder in the region.

The role requires the identification of any unmet, new, and emerging tertiary opportunities, develops strategies for regional implementation, and works with university partners to determine the need for and viability of local responses. It assumes responsibility for successful delivery of the program's core services, overseeing three separate budgets for the Australian Government Department of Education funding. The role will also maintain strong relationships with tertiary providers, Government agencies and representatives, schools, community organisations, and the region's corporate sector. The role will include the direct supervision of all Coordinators, Project & Communications Officer, and Projects Coordinator.

Key responsibilities:

Business, Planning & Development –

- Develops partnerships with universities and VET providers to initiate and support high quality tertiary education delivery in the Wheatbelt region.
- Identifies any gaps in tertiary education provision in the Wheatbelt region which could be met by the program's partnering universities and VET providers.
- Oversees and manages the development and implementation of the program's three separate budgets, for endorsement by the Chief Executive Officer before submission to the Australian Government Department of Education.
- Maintains awareness of regional economic development and major projects, regional labour market data and structural change occurring within the region's industries to inform the program's direction and partnering opportunities.
- Takes a business development approach towards the ongoing sustainability of the program by identifying, developing, and implementing products, services, and funding arrangements to achieve this outcome.

- Leads the program's strategic and business planning process and develops annual plans and other strategic plans for endorsement by the Chief Executive Officer.

Management and leadership –

- Manages and administers the human, financial and physical resources of the program in accordance with the RDA Wheatbelt governance framework.
- Works closely with and reports directly to the Chief Executive Officer.
- Directly manage staff at the coordinator and management level within the program.
- Builds and maintains a cohesive staff culture within the program.
- Assumes responsibility for the delivery of the program's core services.
- Manages contractual and other relationships with partnering organisations to generate high level outcomes.
- Manages relationships with existing tertiary education providers in the Wheatbelt region to ensure that the program's services are complementary to those already provided.
- Leads the implementation of the annual Strategic and Business plans.
- Actively facilitates tertiary education innovation and alternative education delivery strategies, in conjunction with partnering organisations.
- Develops and implements strategies to maximise provision of learning opportunities for clients, including those underrepresented in tertiary education.
- Represents the program at a senior level in relevant external forums, working groups, and committees.
- Keeps the Study Hubs Reference Group informed of the program's activities.
- Complies with all reporting obligations to RDA Wheatbelt and the Department of Education.

Other –

- Takes a practical approach to program service delivery, acknowledging that all Study Hub staff will be required to perform a range of tasks at times, due to staffing over a large geographical spread and limited support services.
- Other duties as required by the Chief Executive Officer.

Selection Criteria

Essential –

1. Current knowledge of and experience in the tertiary education sector.
2. Demonstrated leadership skills and management of staff.
3. Demonstrated ability to develop productive relationships with stakeholder groups, to support positive organisational outcomes.
4. Business development skills, including:
 - a. Developing and implementing budgets.
 - b. The ability to identify, analyse, and assess growth opportunities and act on those deemed relevant to program sustainability.
5. Demonstrated ability to perform with a high level of initiative and autonomy.
6. High level communication skills, including the ability to facilitate strategic discussion, research and prepare business plans and reports.
7. Sound computing and data management skills, including the use of computer software programs such as the Microsoft Office Suite of programs.
8. Current Australian drivers' licence.
9. A 'Working with Children's Check' and 'National Police Clearance' will be required.
10. To be considered, applicants will need full working rights in Australia.

Desirable –

1. Experience in an education provider coordinator role or similar, including the provision of academic support services.
2. Tertiary qualifications in a relevant discipline.
3. Demonstrated knowledge of government funding programs.

Conditions of Employment

It is a condition of employment that all employees:

- Observe safe work practices and comply with the requirements of Work Health and Safety legislation.
- Comply with all policies and procedures as set out by RDA Wheatbelt.
- Maintain organisational confidentiality.
- Ability to travel regionally and beyond, as necessary.
- Comply with the requirements that do not discriminate against any individual on the basis of race or ethnicity, sex, gender identity, sexual preference, marital status, pregnancy, disability, age, and religious or political affiliation.

Application

To apply for this position, your application will include the following:

- A comprehensive Curriculum Vitae (CV), including two professional referees (preferably with at least one being a previous/current manager).
- A written application, no longer than four pages, addressing the selection criteria outlined in this document.

Applications should be addressed to:

Josh Pomykala
Chief Executive Officer
Regional Development Australia Wheatbelt

Ensure your application is clearly marked:

'Private & Confidential – Director Study Hubs'

Applications must be received by 4:00pm on Tuesday, 22 September 2026.

You may submit your application:

By email: admin@rdawheatbelt.com.au

By post: 3 Constable Street, Gingin WA 6503

For further information please contact RDA Wheatbelt via email at admin@rdawheatbelt.com.au or phone (08) 9575 1888.