

Resume - Kylie Lee

Contact Details

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Core Skills

- Stakeholder engagement
- Business acumen
- Governance and Compliance
- Quality Assurance
- Situational Leadership
- Leading Teams
- Lean Business Processes
- Contract Management

Professional Profile

Experienced committee member, board member and senior manager who has held positions within government statutory organisations, not for profits and volunteer organisations.

Passionate about continuous improvement across organisations and upskilling the leaders of the future.

Adept at finding innovative solutions to complex organisational problems strategic planning and skilled at governance compliance and budgeting

Career Summary

Nov 2024 to Present

Faculty Director - Projects

Jan 2023 to August 2023

Primary Industries and Construction Faculty

Jan 2011 to Jan 2014

Manufacturing & Built Environment Faculty

Apr 2004 to Apr 2008

TAFE Queensland South West

Toowoomba

Duties

- Provided strategic leadership in the delivery of education programs including monitoring and evaluating performance of delivery teams against Institute revenue targets.
- Built sustainable relationships with delivery teams, external clients and stakeholders relevant to the VET delivery environment.
- Led the development implementation and evaluation of policies, process and procedures within the Faculty.

Jan 2019 to Nov 2024

Manager, Stakeholder Engagement and Client Relations

TAFE Queensland South West, Toowoomba

Duties

- Lead and manage the Training Product Framework which determines the product offering of the region.
- Develop, lead and co-ordinate stakeholder consultation and engagement activities that inform the market driven Training Product Framework.
- Identify commercial potential and business opportunities.
- Work closely with the Marketing Manager and Business Development teams, to contribute to the development of sales and marketing strategies for new and repeat products.

Jan 2019 to Aug 2023

Manager Market and Product Development

TAFE Queensland South West

Toowoomba

Duties

- Lead the Product Network for Tafe Queensland South West which included undertaking market research and investigations and providing recommendations on the viability of new products.
- Conducted delivery team health checks and analysis on existing underperforming delivery teams and provide recommendation stop the Senior Leadership team on ways to improve productivity and viability.
- Developed, lead and co-ordinated stakeholder consultation and engagement activities that inform the market driven Training Product Framework.

Jan 2014 to Jan 2019	Manager – Student Services TAFE Queensland South West, Toowoomba
Apr 2010 to Dec 2010	Director – Delivery Services The Bremer Institute of TAFE, Bundamba
Apr 2008 to Apr 2010	Director – Education and Training Southern Queensland Institute of TAFE. Toowoomba

Duties

- Led the Educational Faculties ensuring the achievement of high-level performance targets and financial KPS's and compliance with the requirements of the National Standards for Registered Training Organisations.
- Provided expert high-level advice and information to key stakeholders including Faculties, Heads of Departments, Institute Executive and external Departmental staff.
- Led the development and implementation of the Institute's education and training strategy including commercial revenue generation for the Institute.
- Represented the Institute and TAFE Queensland in State and national forums.

Qualifications

- TAE40116 Cert IV Training and Assessment – Fortress Learning 2021
- Master of Education (Online and Distance Learning) – University of Southern Queensland, 2000
- Graduate Diploma in Further Education and Training – University of Southern Queensland, 1998
- Bachelor of Technology – Civil Engineering – University of Southern Queensland, 1996

Board and Committee Experience

- **President – Toowoomba Choral Society** - 2022 to present
- **Treasurer – Network for Regional Performing Arts** – 2024 to present
- Regional Chair – WorldSkills South West Region, 2007 to 2024
- Downland College Art Show committee – 2015-2018
- Foundation Board Member – Mary MacKillop Catholic School, Highfields

Awards and Professional Development

- Lifetime Achievement Award – South West Region, TAFE Queensland 2024
- Level II Accredited Assessor – Harrisons™ Career Assessment, 2019
- Financial Management at Work – UQ Business School, 2009
- Leading Educational Change in TAFE (Leadership program), 2007
- Situational Leadership II™ Brisbane, 2007

Volunteer Work

- Toowoomba Choral Society – Community Performances – ongoing
- WorldSkills Australia National Competitions – 2007 to present
- WorldSkills International Competition, Kazan, Russia 2019
- Commonwealth Games Volunteer – Media Team, 2018
- Downland College Art Show 2015-2018