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| Position Title | Director of Education |
| Portfolio | Education |
| Division | Education |
| Department/Cost Centre | Education - 05004 |
| Classification | Common Law Agreement |
| Position Number/s | 102714 |
| Reporting to | Executive Manager - Education |
| Supervises | Head of Divisions |

Who is South West TAFE?

South West TAFE is an education hub with a difference. We bring innovative education and industry insider knowledge together to power talent for tomorrow.

To better meet the demands of the fast paced world of 21st Century business, our courses are designed by industry and taught by professionals.

With over 150 courses on offer, we are well suited to provide quality hands-on training across the major business sectors. Plus, our teachers, training facilities, support services and direct links with industry are second to none.

Our campuses are located throughout the southwest Victoria region, including Warrnambool, Hamilton, Portland, Colac and Sherwood Park with a further delivery site at Glenormiston.

Our **Ambition** is to provide education that creates a lifetime of opportunity for all.

Our **Purpose** We provide accessible and equitable training and education opportunities that enable our students, industry partners and communities to flourish.

Our **Values** are:

- **Integrity & Impartiality** - We are transparent and ethical in all that we do, every day
- **Respect & Human Rights** - We demonstrate trust, understanding and embrace diversity
- **Leadership** - We will be forward thinking, collaborative and inspirational
- **Accountability** - We take ownership of our actions and deliver on our promises
- **Responsiveness** - We will deliver and respond with care.

Division Overview

The office of the Executive Manager – Education is responsible for working in collaboration with internal, industry and community stakeholders and partners, to establish exciting innovative and collaborative projects that aim to meet the current and emerging employment needs of the region. The education office leads the major teaching divisions and a wide range of strategic educational projects and initiatives.

The education portfolio liaises closely with industry, employers and our community; and works with the Institute's education departments to match the employment needs of the region with education and training solutions. The portfolio uses research from local, national and international reports to understand current and emerging employment and educational trends and use relevant data to support business case applications. The outcomes of this engagement and research are to be reported to the Executive Management Team, the Institute Board and its relevant sub-committees, and relevant stakeholders across the region.

The Education Portfolio explores new ideas and solutions to enhance current and emerging workplace productivity; and on behalf of the Institute and our partners seeks financial support from local, state and federally funded schemes through the submission of business case applications. It is the responsibility of the Education Portfolio to successfully manage approved projects and to support and guide teaching departments with appropriate project management, to ensure all projects are delivered on time, within budget and achieve the projects objectives.

At all times the portfolio aims to achieve best practice outcomes that can be shared across other industries and the TAFE network.

Position Overview (Your Opportunity)

The Director of Education works within the Education Portfolio. It is a new and exciting position focussed on managing the strategic and operational key objectives across the five Head of Divisions (HOD) with all five HOD's reporting directly to this position. The role reports to and works closely with the Executive Manager – Education.

The Director of Education is a senior member of the Institute Leadership Team and assists to drive change and provide innovative, integrated and relevant training delivery across the organisation bringing the five teaching divisions together in a co-ordinated and cohesive manner. The position must demonstrate initiative, judgement, compliance and high level strategic, financial and management skills at all times.

- Excellent initiative and judgement and outstanding time management and planning skills.
- Work closely with the Executive Manager for Education and provide regular updates on key matters relating to the education portfolio.
- The ability to write reports and provide high level information for decision making across the education portfolio.
- To manage and oversee the operational components of the education portfolio including the management of student contact hours, withdrawals, and the transition process.
- A strong understanding of the issues and challenges affecting industry sectors in south western Victoria, and align strategies to consider training solutions in line with local training needs and market share data.
- The understanding, vision and drive to develop industry-focussed, flexible educational and training solutions for our industry partners and the Victorian Skills Authority and other key stakeholders.
- Excellent people skills and the ability to engage, collaborate, negotiate and maintain relationships across the organisation's broader leadership group and education portfolio.
- A deep understanding of how training and education resources can be structured and developed for a given purpose through overseeing the development of quality documents and assessments.
- The ability to identify, collect, collate, organise and summarise information into categories that align with the project's goals and present it to key stakeholders.
- Lead key projects to improve business improvement across the education portfolio including projects such as Time Edit and the Customer Centric Project
- Undertake chairing of meetings across the education portfolio including Board of Studies or other meetings required as a proxy for executive.
- Participate and oversee the quality panels including attending the TAS and assessment panel meetings
- Work with Heads of Division to align and consolidate business practices and processes. Prepare accurate and timely reports that provide information to the project control and advisory groups and stakeholders on progress against the research milestones and objectives of the project.
- Maintain a comprehensive knowledge of all relevant intellectual property issues that may apply to the access, use or licensing of third-party learning resources
- Follow Institute health and safety management policies, processes and culture to minimise risks to self and others.
- Support the Head of Divisions to ensure that the planning, ongoing administration and delivery of educational programs are efficient, cost effective, and comply with quality standards and contractual obligations.
- Maintain overall supervision of appointments to teaching centres ensuring that merit, equal employment opportunity, performance review and professional development policies are observed.

Your Organisation

- Recognise areas in which guidance and support is required from the Manager and seek appropriate assistance
- Keep up to date with relevant industry information and best practice
- Comply with internal policies and procedures including the Code of Conduct
- Demonstrate the organisational values on a daily basis and proactively seek to maintain a healthy and safe work environment
- Commit to access and equity principles in carrying out work functions
- Actively participate in the organisation's Achievement Development Programme (ADP)

Key performance measures will be established and reviewed as part of the Institute's Performance Review and Development process.

Accordingly, this position description describes in general terms the normal duties which the position is expected to undertake. However, the duties described may vary or be amended from time to time without changing the level of responsibility.

South West TAFE is a multi-campus institute and employees may be required to work from any campus location. There may be a requirement to be away overnight and to travel state-wide and/or interstate.

Key Selection Criteria (Key to Success)

The successful candidate will demonstrate the best combination of the following characteristics:

- Demonstrated ability to engage directly and professionally with the organisations leadership group and other stakeholders to identify training solutions to meet current and emerging industry workforce needs; and pathways from secondary school to post-secondary education
- High level skills and knowledge to lead the design and creation of new learning resources and programs to meet specific industry needs.
- A demonstrated track record of working with a high level of autonomy on complex education and knowledge of the TAFE sectors responsibilities to the Skills First Contract.
- High level organisational, interpersonal, written, verbal communication, negotiation and problems-solving skills.
- High level of experience in managing the compliance requirements across delivering and a variety of training programs for diverse cohort groups at on and off-site locations.

Qualifications and Requirements

Mandatory requirements

- A relevant degree appropriate management skills and education
- An AQF IV or higher education and/or training qualification and experienced in managing quality requirements within Vocational training delivery
- Employee Victorian Working with Children and satisfactory Police Check
- Current Victorian Driver's licence

Highly desirable requirements

- Leadership experience within the Vocational Education sector.

Additional Information

- South West TAFE supports Equal Employment Opportunity and are committed to make diversity, equality and inclusion part of everything we do – from how we develop and deliver our courses, to how we build our diverse workforce. We actively encourage applicants from all backgrounds to apply
- South West TAFE is a child safe organisation focusing on the wellbeing and inclusion of children and young people
- Position, requirements, classification skill level required and conditions in accordance with Victorian TAFE Teaching Staff Agreement 2018
- Statements included in this Position Description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all inclusive
- SWTAFE may alter this Position Description if and when the need arises to best suit the operation requirements of the position
- Any member of SWTAFE may be required to work at any site dependent upon business needs

| | Authority level | Name | Date |
|-------------|---------------------------|------|------|
| Prepared by | Recruiting/Hiring Manager | | |
| Approved by | Department Manager | | |
| P&C review | People & Culture | | |
| Agreed by | Incumbent | | |