

Position Title	Project Officer - Professional Educator College
Portfolio	Education
Centre/Department	Teaching Quality Centre
Primary location	Warrnambool
Classification	Specialist Staff Level 5
Position Number/s	TBC
Reporting to	Manager - Teaching Quality Centre & Team Leader - Partnership Development - Chisholm
Supervises	NIL

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 in Warrnambool, Portland, Hamilton & Colac, with facilities and services set to expand as the region grows.

Our **Ambition** is to provide future focused education that creates a lifetime of opportunity and employability. Our **Purpose** is to deliver a modern and fresh approach to helping generations develop the skills they need for the futures they aspire to. Our **Values** are to be people focused, deliver quality and excellence and to constantly seek innovation.

Department overview

South West TAFE has four main campuses spread across the southwest Victoria region at Hamilton, Portland, Colac and Warrnambool. The Warrnambool Campus is complemented by a training facility east of the city at Sherwood Park (adjacent to Deakin University) including Industry and Specialist Skills programs. The Teaching Quality Centre is an underpinning support service for the Teaching Divisions in leading Innovation and Projects as well as cultivating best practice in quality and compliance within VET teaching. The team also leads curriculum design whilst supporting the ongoing teacher skills development. In providing this the Teaching Quality Centre comprises of specialist staff with expertise in managing the Institute’s educational programs.

Position overview/your opportunity

The Professional Educator College (PEC) is a development framework for professional educators developed by Chisholm Institute that builds educator capability through quality professional programs and practices that meet both student and industry needs. The Professional Educator College focuses on achieving sustainable change in educator practice, by providing real and sustainable capability building strategies across the vocational education and training workforce. This has been achieved through the implementation of the Educator Passport Program and the associated Mobile and Web Apps and Educator Professional Development. Chisholm Institute has been funded by the Department of Education to deliver a state-wide pilot to six other Victorian TAFE institutes in 2018-19. South West TAFE is one of the pilot participants and under the project has been assigned a Project Officer to assist with the administration of the pilot’s implementation at South West TAFE.

The PEC Project Officer position works in collaboration with Chisholm Institute’s TAFE PEC Project Management team and is accountable for the implementation of the Professional Educator College’s, Educator Passport Program within South West TAFE. The role is responsible for developing, fostering and maintaining relationships between key personnel within South West TAFE and Chisholm’s Professional Educator College. In addition the role will provide high level administrative functions associated with the implementation of the Educator Passport Program within South West TAFE.

The success of the PEC has been recognised across the state of Victoria, interstate and internationally. This role is required to work with the Team Leader - Partnership Development who is based at Chisholm Institute and four other Project Officers to implement the Educator Passport Program across six Victorian TAFE Institutes. This will be achieved by working within a team environment to provide the ongoing support required by partner TAFE Institutes.

The incumbent is a key and active participant of the PEC, and provides expertise in areas of project management and high-level administrative support while working closely with the Team Leader - Partnership Development (Chisholm Institute) to provide client satisfaction. While working on behalf of the project the role reports to South West TAFE's Manager - Teaching Quality Centre.

Key Responsibilities

Project Management

- Lead the day to day operations of the Educator Passport Program implementation within South West TAFE
- Establish and maintain relationships with key internal and external stakeholders
- Lead consultation and engagement with South West TAFE key stakeholders in relation to the Educator Passport Program
- Lead the establishment of the Educator Passport Program within South West TAFE
- Lead the development and implementation of localised processes and procedures, which align the implementation of the Educator Passport Program, to the requirements of South West TAFE
- Operationalise the Educator Passport Program in line with South West TAFE's strategic plans, goals and objectives for educator capability development
- Ensure systems and processes are compliant, documented and responsive to business and educational quality, audit and risk requirements
- Work closely with all relevant staff within the Education portfolios to effectively rollout the Educator Passport Program
- Develop and implement strategies designed to provide strong support for teachers and Education Managers throughout the project
- Work effectively in a team focused approach with all members of the PEC and its partner organisations

Mobile and Web App Administration

- Develop a strong operational understanding of the Educator Passport Mobile and Web Apps
- Lead the implementation of the Mobile and Web Apps within South West TAFE
- Liaise with key South West TAFE stakeholders such as ICT and People & Culture, to develop appropriate processes to ensure the effective implementation of the Mobile and Web Apps
- Ensure that all data including, the advertising of professional development offerings, participant attendance and assessment results are accurately maintained
- Provide professional development (via group and one to one presentations), to support teachers and Education Managers, to assist them to be able to effectively use the Mobile and Web Apps

Professional Development Administration

- Work with stakeholders to support the establishment, delivery, resourcing and evaluation of Educator Passport programs
- Work with key personnel within South West TAFE and the Team Leader - Partnership Development (Chisholm Institute) to identify and engage appropriate program presenters to facilitate professional development workshops
- Undertake the required administration tasks to ensure that workshops run effectively and efficiently, including the coordination of venues bookings and ensuring appropriate facilitator access to required learning materials
- Work with key stakeholders within South West TAFE and the Team Leader - Partnership Development (Chisholm Institute) to identify and implement specialist programs

Financial Administration

- In partnership with the Team Leader - Partnership Development (Chisholm Institute) monitor project expenditure
- Liaise with key stakeholders within South West TAFE and Chisholm Institute to ensure that all required processes are followed appropriately to facilitate agreed financial arrangements

Project Reporting and Evaluation

- Work with the Team Leader - Partnership Development (Chisholm Institute) to determine the nature and frequency of regular reporting
- Develop and provide accurate reports for internal and external stakeholders
- Work with the Team Leader - Partnership Development (Chisholm Institute) and South West TAFE to determine appropriate data collection processes to inform an extensive project evaluation
- Play an active role in the continuous evaluation of the project

Organisational Values

- Keep up to date with relevant information and industry best practice
- Comply with internal policies and procedures including the Code of Conduct
- Demonstrate the organisational values on a daily basis and proactively seeks to maintain a healthy and safe work environment

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.

Key to success (Key Selection Criteria)

Successful candidate will demonstrate the best combination of the following characteristics;

- Significant project management and/or high level project administration experience including reporting, monitoring of budgets and progress tracking
- Strong understanding of the TAFE sector and operations of a typical Victorian TAFE; and experience in coordinating the roll out of training and assessment products to target audiences
- Ability to work as a team member with a diverse range of team members, as well as independently with minimal level of supervision
- High level interpersonal skills both verbal and written; and the ability to interact with educators from a range of teaching and learning areas and levels across a TAFE Institute
- Demonstrated ability to develop and present accurate information, presentations and reports to internal and external stakeholders
- Substantial experience using Microsoft Office products; and relevant experience in using industry software, programs and applications
- Strong ability to influence others who may not be direct reports (in particular teachers and Education Managers) and ability to adapt and operate within a range of diverse workplace settings.

Qualification/Requirements

Mandatory requirements

- Diploma or higher qualification in project management, administration, business studies or other relevant discipline with experience, or lesser formal qualifications with substantial relevant experience
- Employee Victorian Working with Children and satisfactory Police Check

Highly desirable requirements

- An AQF4 vocational teaching qualification - for example, Certificate IV in Training and Assessment TAE40116

Additional information

- South West TAFE supports Equal Employment Opportunity and actively encourages Indigenous applicants to apply
- South West TAFE promotes the safety, wellbeing and inclusion of all children including those with a disability
- Position, requirements, classification skill level required and conditions in accordance with South West Institute of TAFE (Specialist Staff) Enterprise Agreement 2016
- 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	Manager - Teaching Quality Centre	6/11/2018
Approved by	Department Executive Manager	Executive Manager - Education	12/11/2018
P&C review	People and Culture	P&C Panel	12/11/2018