

Position Title	Manager - Education & Quality Partners
Portfolio	Education Support
Division	Education & Quality Partners
Department/Cost Centre	Education & Quality Partners - 05600
Classification	Manager Allowance Band 2
Reporting to	Executive Manager - Education Support
Supervises	Education & Quality Partners Team

Division Overview

The strategic purpose of the Education Support portfolio is to provide direct support and guidance to the Education portfolio, to assist in achieving a greater level of sustainability through growth, quality and compliance. A high quality student experience is the key driver for this diverse portfolio.

A primary focus includes the identification of resources, compliance and support needs to meet the strategic and operational requirements of our workforce. This is achieved through capability building, professional development and data analysis to measure these efficiencies.

The Education & Quality Partners team (EQuP) supports and oversees Institute wide education and program development; and quality functions in support of the five Education Divisions. The portfolio is also responsible for strategic Institute projects that focus on innovation and regional needs that contribute to growth and diversification of Institute revenue streams.

The EQuP team is an underpinning support service for the Teaching Divisions. It comprises specialist staff with expertise in course planning and development and able to lead the management of the Institute's scope of registration. It is also tasked with ensuring the Institute's educational programs are innovative, high quality and meet all applicable regulatory standards.

The team also leads innovation in curriculum design and has a lead role in the ongoing development of teacher skills. A major focus is on supporting teaching redesign and renewal; including the development of flexible, online and blended learning, student focused andragogy models and effective and equitable learning experiences for all students.

This team is a key driver of change management and the creation of an organisational culture that embraces a strong teacher support culture and continuous improvement across all campus sites.

The EQuP team provides support and leadership as needed in the preparation and implementation of various educational and professional development projects. These can include Teaching capability projects that create workforce solutions for our teaching staff or industry that enhance workplace productivity, and recognising the need for industry and training providers to work together. Other projects include those funded under the Regional and Specialist Training Fund (RSTF); and a number of organisational capability development projects.

The EQuP team works closely with the Education Divisions and other internal stakeholders such as the Academic Registrar and Audit and Risk Manager to maintain a quality approach to the Institute's teaching and learning practice.

Position Overview (Your Opportunity)

In addition to the incumbent's substantive role and accountabilities, the Manager - Education & Quality Partners provides leadership and direction to the Education & Quality Partners team to ensure the needs of South West TAFE Education Portfolio that work to build the staff capability and teaching quality standards across the scope of registration.

The Manager - Education & Quality Partners manages the operations, performance and ongoing development of the Education & Quality Partners department. This team supports the Education portfolio to ensure that teaching staff receive the guidance they need to successfully undertake their roles.

The position provides leadership of various strategic and operational committees to improve and guide education staff in all roles to achieve high performance and quality expectations.

This position also manages the Instructional Designer who administers SW TAFE on line that has programs across all SWTAFE portfolios.

Key Accountabilities

All South West TAFE staff are required to act and work in the best interest of the organisation, as such every staff member has accountabilities to uphold for both their position and the wider organisation,

These accountabilities include but are not limited to:

Your Position

- Actively manage the teams organisation's Achievement Development Program (ADP)
- Oversee all workflow and team accountability, in consultation with the Executive Manager
- Work closely with the Registrar, Quality Assurance and Audit and Risk teams to build high performing teaching staff and teaching support staff.
- Attend and participate in TAS Panel's as a key member.
- Effectively lead the Assessment review panel
- Oversee Teaching Workforce capability, including teacher, and Senior Educator inductions and manage any aligned teacher capability projects from the department or other funding bodies.
- Manage the department budget as the financial delegated authority for the team
- Manage competing priorities, work to tight timelines and multi task in order to meet the demands of the position
- Ensure service excellence through setting professional standards and measuring outcomes against them on a regular basis
- Maintaining a polite and considerate approach when dealing with all staff, students, customers and community members

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 Program (ADP)

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.

Intrastate travel will be regularly required.

Key Selection Criteria (Key to Success)

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

- Demonstrated experience in change and project management, the ability to establish effective working relationships which motivate and gain co-operation from key stakeholders as well as the ability to negotiate effectively and work through issues constructively with relevant stakeholders.
- A proactive approach, and proven time management skills, with a demonstrated ability to meet deadlines, achieve goals and to work concurrently on, and prioritise, multiple tasks and work schedules.
- Understanding of the concept of "team" with strong leadership, team building and staff management skills including coaching, mentoring and performance improvement.
- Highly developed interpersonal and written and verbal communication skills, demonstrated experience in leadership and staff management and an understanding of current and contemporary developments in the areas of responsibility

Qualifications and Requirements

Mandatory requirements

- Completion of a certificate and demonstrated relevant experience or equivalent relevant experience in adult educational leadership or management
- Employees with lesser formal qualifications and relevant knowledge of the job or experience may be considered
- Variations of the above points will be considered
- Employee Victorian Working with Children and satisfactory Police Check
- Current Victorian Driver's license
- Substantial experience using Microsoft Office products and relevant industry software and programs

Highly desirable requirements

- A relevant management qualification.
- Recent experience in VET course compliance and audit and risk.
- Experience in development of teachers/trainers capability and educational skills development.
- Experience in Mentoring.

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
- 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 Executive Manager		
P&C review	People & Culture		
Agreed by	Incumbent		