

Position Title	Quality Specialist – Education Partners
Portfolio	Education
Division	Education Partners
Department/Cost Centre	Education Partners - 05600
Classification	Teaching Staff L1 - L3 (dependent on qualifications and experience)
Position Number/s	102525
Reporting to	Manager - Education Partners
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 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 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:

- **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 Education Portfolio consists of five teaching divisions and a newly created Education Partners division. This division partners with the teaching divisions to support the quality habit while delivering future focused education that creates a lifetime of opportunity and employability.

Together the Education Portfolio represents the institute's purpose and values working collaboratively, cleverly, creatively and courageously with the communities and industries of South West Victoria and beyond in exciting new and emerging markets.

The Education Partners division support the ongoing design and development of innovative training and assessment that is regularly reviewed and improved through the activities of both the TAS and Assessment Panels.

We continue to develop strategic and mutually rewarding partnerships and engagement internally and with communities, industry and government through a strong commitment to developing and broadening commercial training and consultancy services delivering real outcomes to commerce, community, industry and governments. This is achieved through the Institutes Training areas and Divisions, operations which offer a comprehensive range of commercial products and services.

Position Overview (Your Opportunity)

The Quality Specialist – Education Partners is an experienced educational professional who provides support to the Teaching Divisions with responsibility for ensuring educational excellence in the development and delivery of innovative educational programs and services through the building of staff capability in assessment, training package design.

This role will support the function of the TAS and Assessment Panels and support Managers and Senior Educators with Validation.

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

- Supporting the review of Training and Assessment Strategies development by the SWTAFE Teaching Divisions in accordance with Training Package Requirements and the relevant quality frameworks across VET
- Support the review of learning and assessment materials in order to meet the needs of the learner cohort and provide an engaging learning experience
- Support the development and management of course collateral in line with organisational and regulatory requirements
- Provision of authoritative advice and support with blended and flexible delivery course design, including SMART classrooms, video conferencing, online learning, off campus/workplace-based learning and RPL
- Supporting assessment validation processes of the teaching areas including assisting with rectification.
- Partner with the Teaching Managers, Senior Educators, managers, supervisors and other stakeholders across SWTAFE to ensure progressive educational delivery improvement and efficiency
- Partner with the divisions within the Education Portfolio to understand their Training Package requirements and meet strategic needs across all aspects of capability and development
- Utilise your experience in contemporary learning and development and work as a trusted partner providing superior service & support.
- Conduct regular TAS and Assessment Panels with Education Division stakeholders
- Plan and review all learning initiatives by collaborating with senior leaders, SME's and the business training delivery team
- Drive continuous improvement and innovation in learning and assessment design.
- Provide regular and accurate reports and updates on educational projects being managed to ensure that all performance criteria, agreed objectives and timelines are being met
- Maintain an awareness of trends and opportunities in education and training delivery and assessment by appropriate networking and professional development activities and share with other internal stakeholders
- Establish and maintain internal and external networks with key partners and stakeholders to help drive project outcomes and lead project stakeholders to ensure deliverables are met on time and to the appropriate standard
- Lead and undertake additional special initiatives as projects as directed by the Executive Manager – Education

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.

Key Selection Criteria (Key to Success)

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

- Demonstrated extensive teaching, coordination and administrative experience in a large educational setting, along with a knowledge of industry training requirements for the vocational education and training sector
- Proven experience as an educator that has driven quality improvements in educational redesign or innovative ideas and overcome obstacles and barriers to continuous improvement in the context of educational delivery and assessment
- Demonstrated ability to assess and quality assure educational programs, delivery models and assessment processes
- A highly developed knowledge of current issues and developments in the vocational education and training (VET) sector and the implications for TAFEs.
- A high level of interpersonal skills including the ability to establish strong links with business and regional agencies as well as the ability to negotiate effectively and work through issues constructively with staff, students and relevant stakeholders
- A high level of written communication skills including producing reports which are easy to read and understand and which clearly convey the information required.
- Substantial experience using Microsoft Office products; relevant educational software and applications; and learning technologies including contemporary learning management systems.

Qualifications and Requirements

Mandatory requirements

- An approved degree, advanced diploma or diploma or approved equivalent qualifications in adult education with industry/administration experience
- A minimum of three years teaching experience in the vocational education sector including some coordination or administration experience during this time
- Employee Victorian Working with Children and satisfactory Police Check

Highly desirable requirements

- A current AQF 4 Certificate IV in Training and Assessment or willingness to upgrade this qualification

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