

## Position Description

<b>Position Title</b>	Assessment Project Officer
<b>Portfolio</b>	Education
<b>Division</b>	Education
<b>Department/Cost Centre</b>	Education - 05004
<b>Classification</b>	Specialist Staff Level 5
<b>Position Number/s</b>	102346
<b>Reporting to</b>	Executive Manager - Education
<b>Supervises</b>	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 which consists of; School of Education, Land Food & Fibre, Building, Construction & Smart Technology, Health and Community Services and Business Design & Personal Services which includes the Business development team, Short Courses, Community Engagement and Industry Connect.

Our ambition is to provide future focused education that creates a lifetime of opportunity and employability.

We appropriately and professionally represent the institute 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.

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)

As Assessment Project Officer - The primary purpose of the role is to lead the development of SWTAFE Assessment Management, utilising a collaborative approach ensuring team member engagement.

The position is responsible for encouraging educational excellence in the development and delivery of quality documents and educational services across the education portfolios.

The role will have responsibility for some business management of the assessment management panel, and resource management.

## Key Accountabilities

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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**

- Offer support and encouragement to the education portfolios in preparing quality documents for review
- Coordinate and lead the assessment panel team panel meeting.
- Liaise and network with key stakeholders to coordinate qualifications and unit progress, and set up panel meetings.
- Manage all administration duties for the panel and teaching portfolios.
- Manage and maintain an assessment (work plan) plan for the quality management portfolio that provides insight into strategic and operational knowledge and skills of the assessment project.
- Participate in organisational wide working groups directed toward the achievement of the institutes operational and strategic goals
- Manage – wide compliance, records maintenance, planning and policy development, preparing reports, statistics and other relevant information as required
- Support individuals and the team, delegating responsibilities appropriately to ensure team capability and capacity to meet organisational strategic goals is supported;
- Negotiate effectively and respectfully with the Institute leadership team and external stakeholders as appropriate.
- Constructively deal with stakeholder issues to ensure outcomes and goals of work plan are achieved
- On sensitive and complex issues, strive to gain commitment to agreed educational, business outcomes and agreed operational outcomes
- Manage assessment portal, risk and quality impacts on agreed assessment plan
- Work in collaboration with the Manager of Education and Quality Partners to manage the review of quality documents.
- Manage the milestone reporting for SWTAFE on progress of approvals and resubmissions of the qualifications identified through the review process
- Manage the programming and database for all qualifications approved and reviewed by the panel
- Manage document control of all approved units within the qualification to be created within the assessment management system.
- Oversee regular vendor updates for continuous system improvements.
- Manage the quality control process of Learning Management System (LMS) course and assessment setups within the system
- Develop, share and interpret assessment reports, including item analysis and suggest actions and improvements.
- Drive the development and implementation of a quality control framework to promote innovation and ensure a contemporary best in class candidate experience.

### **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)

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;

- Interpersonal skills; a demonstrated ability to relate professionally to both internal and external clients and demonstrated initiative, problem solving skills and attention to detail necessary to identify appropriate solutions and assist management and staff in developing strategies to address identified issues.
- 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. Flexibility with working arrangements is essential.
- Advanced competence in the use of the Windows operating environment, including a sound operational knowledge of the MS Office products, smart sheets, Internet based applications and database management software. The ability to research the Internet is required
- Proven ability to work effectively and collaboratively as part of a team in the provision of appropriate support.
- Experience in a customer service and telemarketing environment.
- Sound knowledge of the VET sector compliance requirements and products.

## Qualifications and Requirements

### *Mandatory requirements*

- Relevant Business degree and relevant experience; or Lesser formal qualifications with substantial experience and specialist expertise or broad knowledge in technical or administrative fields; or
- A suitable combination of relevant experience and/or education/training.
- Employee Victorian Working with Children and satisfactory Police Check

### *Highly desirable requirements*

- A relevant management qualification or commitment to undertake a qualification in management and leadership

## 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 2021
- 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
<b>Prepared by</b>	Recruiting/Hiring Manager		
<b>Approved by</b>	Department Executive Manager		
<b>P&amp;C review</b>	People & Culture		
<b>Agreed by</b>	Incumbent		