

## Position Description

<b>Position Title</b>	Teaching Education Manager – Health & Community Services
<b>Portfolio</b>	Education
<b>Division</b>	Health & Community Services
<b>Department/Cost Centre</b>	Health & Community Services - 01840
<b>Classification</b>	Education Manager 1
<b>Position Number/s</b>	102663 102670
<b>Reporting to</b>	Head of Health & Community Services
<b>Supervises</b>	Community Services team

### 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 and 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:

- **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 Division of Health & Community Services is responsible for the delivery of Health, including Diploma of Nursing and Community Services courses including; Community Services, Individual Support, Disability and Early Childhood Education and Care programs across all the Institute's campuses. It also offers a range of short courses to the community.

The Division has staff based at Warrnambool, Portland, Hamilton and Colac but may conduct programs in other regions of Victoria, including metropolitan locations. The Division utilises a variety of delivery modes that provide for effective and sustainable programs that includes: on-campus, Smart Classroom (video conferencing), on-line learning, flexible delivery, workplace based delivery, recognition of prior learning (RPL), commercial and other fee for service work.

### Position Overview (Your Opportunity)

As a leader within the Institute's organisational structure, the Teaching Education Manager is an experienced educational professional who provides support to the Head and leads, motivates and supervises a team of professional teaching and non-teaching staff.

The position is responsible for encouraging educational excellence in the development and delivery of programs and educational services across the Division's teaching areas. The role is responsible for the Certificate III and Diploma of Early Childhood Education and Care courses and other related community service focussed options.

As an integral part of the operations of the Division, the Teaching Education Manager may have a teaching allocation requiring teaching knowledge and expertise in at least one of the Division's specialist teaching areas.

### 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***

- The Teaching Education Manager is a highly skilled educational leader with acknowledged excellence in academic leadership and a demonstrated ability to continue to develop the educational areas of responsibility
- Displays significant initiative, sound judgment and reliable leadership at all times in carrying out the requirements of the position
- Provides a high level of accountability in the achievement of the Institute's educational and business objectives as they relate to the Division's operations
- Demonstrates a high level of theoretical, educational and operational knowledge in all professional interactions both within, and external to the Institute
- Requires the ability to deal with sensitive and confidential information, as well as the ability to use initiative to identify appropriate and relevant solutions to identified issues
- Effectively manages supervises, leads, motivates and monitors staff, including the conduct of performance management reviews, and professional development, to ensure optimum performance within a team environment
- Utilises a professional body of knowledge to determine strategies and programs to facilitate the delivery of superior programs and services to client groups
- Competently utilises a variety of networks and sources to gather information to gain deeper understanding of the industry (as relevant to the role)
- Develops and manages complex budgets and negotiates for resources annually
- With the Head, assumes responsibility for the achievement of the business objectives as identified in the SWTAFE strategy.
- Liaises with specialist Support Managers and other relevant staff across the institute
- The Teaching Education Manager may undertake a teaching load as negotiated in consultation with their direct Manager
- Manages student retention, risk and financial impacts on agreed delivery plan
- Proactively manages staff leave liability to minimise risk to the organisation

#### ***Your Organisation***

- Recognise areas in which guidance and support is required from the Head 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)

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

- A demonstrated capacity to lead and implement educational change across a large and complex educational organisation
- Proven experience in leadership and staff management and an understanding of current developments both in the VET sector and relevant industries
- Demonstrated ability to promote the courses delivered within the region and beyond as well as a proven record in implementing and supporting flexible and innovative approaches to teaching and learning
- Demonstrated ability to promote, design and implement accredited and non-accredited courses and delivery models to meet regional and state training opportunities
- High level financial and physical resource management and budgeting skills and high level understanding of human resource issues as they may apply to a VET provider
- A high level of interpersonal and written and verbal communication 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

### Qualifications and Requirements

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#### *Mandatory requirements*

- An approved degree, advanced diploma or diploma or approved equivalent qualifications with industry experience and the ability to demonstrate currency in the vocational workplace competencies and verification of management experience
- An approved course of teacher training accredited at Australian Qualifications Framework (AQF) Level 6 or above in adult learning that clearly evidences:
  - Studies in adult learning methodology
  - Studies in teaching in a Vocational Education environment
  - Studies in Applied Research (linked to the Boyer framework of scholarship)
  - 200 hours of supervised practicumand with a minimum 4 years teaching experience and a minimum 2 years relevant vocational experience
- An AQF4 vocational teaching qualification (e.g. Certificate IV in Training and Assessment TAE40116)
- 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
- Substantial experience using Microsoft Office products and relevant industry software and programs

### Additional Information

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- 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

## Position Description

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	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		