Role Description
Learning Coordinator

Role Description Fields	Details
Cluster	Education
Department/Agency	TAFE NSW
Division/Branch/Unit	Learning and Teaching Group
Position Description no	10268-01
Classification/Grade/Band	Bradfield Learning Coordinator
Senior executive work level standards	Not Applicable
OSCA Code	141431
PCAT Code	1119192
Date of Approval	August 2022
Agency Website	www.tafensw.edu.au

Agency overview

TAFE NSW's purpose is to skill the workforce of the future. It is Australia's leading provider of vocational education and training with over 500,000 annual enrolments and a proud history for setting the benchmark for quality service. As the NSW public provider, it supports the NSW Government's priority to grow skills for the economy and jobs of tomorrow. Critically, TAFE NSW plays a vital role in providing vocational education in rural and regional NSW, and job training pathways for the most vulnerable in the community.

TAFE NSW offers the best of campus-based delivery as well as flexible, online and work-based learning. The TAFE NSW values of Customer First, Collaboration, Integrity and Excellence guide our team in strengthening communities, delivering world-class training for our students and producing job ready graduates for employers. The operating environment for TAFE NSW is dynamic as we leverage our scale, expertise, passion and reputation to meet the rapidly changing VET landscape.

TAFE NSW is committed to its students and customers and the role it plays in changing lives and opening up opportunities through learning.

Key accountabilities

1. Performing the teaching role in a most effective manner.
2. Ensuring the provision of a high standard of education in the section, including:
   - effective recruitment of staff;
   - induction and professional development of staff;
   - ensuring effective student assessment reporting practices are implemented;
   - liaison with the community, NESA and Head Office Corporate Services officers on matters relating to curriculum, methods, resources and student services.
3. Contributing to the development of curriculum, teaching methods and resources and student assessment procedures.
4. Providing guidance and assistance to their staff on education and administrative issues, career development and maintenance of staff relations conducive to a productive work environment.
5. Liaising with other sections of the College to ensure the effective educational service to students and the community.
6. Planning, disseminating information and establishing controls to ensure the efficient and effective acquisition and use of staff, accommodation, plant, equipment and consumable stores to maintain a balance between student access and educational standards.
7. Planning educational programs and organise student enrolment engagements.
8. Providing regular reports on and to the section as required.
9. Ensuring the observance of appropriate safety, health, welfare, security and good housekeeping standards.
10. Complying with the requirements and regulations of appropriate legislation.
11. Advising and assisting students to develop their educational programs and make them aware of the facilities that the College provides.
12. Exercising all appropriate delegations as detailed in the TAFE Administrative Manual.
13. Ensuring the principles of equal opportunity in education and employment are applied to all staff and students, including the prevention of overt and covert discriminatory practices.
14. Ensuring that WH&S, Ethical Practice, Client Service and other legislative requirements are applied.