POSITION DESCRIPTION

Position Title: Training Manager
Organisation Unit: Office of the Gatton Campus Director – UQ Skills
Position Number: NEW
Type of Employment: Full time, Fixed term (12 months)
Classification: HEW Level 7

THE UNIVERSITY OF QUEENSLAND

The University of Queensland (UQ) contributes positively to society by engaging in the creation, preservation, transfer and application of knowledge. UQ helps shape the future by bringing together and developing leaders in their fields to inspire the next generation and to advance ideas that benefit the world. UQ strives for the personal and professional success of its students, staff and alumni. For more than a century, we have educated and worked with outstanding people to deliver knowledge leadership for a better world.

UQ ranks in the world’s top universities, as measured by several key independent ranking, including the CWTS Leiden Ranking (32), the Performance Ranking of Scientific Papers for World Universities (40), the US News Best Global Universities Rankings (42), QS World University Rankings (47), Academic Ranking of World Universities (54), and the Times Higher Education World University Rankings (66). Excluding the award component, UQ is now ranked 45th in the world in the ARWU, and is one of the only two Australian universities to be included in the global top 50.

UQ has an outstanding reputation for the quality of its teachers, its educational programs and employment outcomes for its students. Our students remain at the heart of what we do. The UQ experience – the UQ Advantage – is distinguished by a research enriched curriculum, international collaborations, industry engagement and opportunities that nurture and develop future leaders. UQ has a strong focus on teaching excellence, winning more national teaching excellence awards than any other in the country and attracting the majority of Queensland’s highest academic achievers, as well as top interstate and overseas students.

UQ is one of Australia’s Group of Eight, a charter member of edX and a founding member of Universitas 21, an international consortium of leading research-intensive universities.

Our 53,000-plus strong student community includes more than 16,400 postgraduate scholars and more than 17,000 international students from 135 countries, adding to its proud 260,000-plus alumni. The University has more than 6,600 academic and professional staff (full-time equivalent) and a $2.15 billion annual operating budget. Its major campuses are at St Lucia, Gatton and Herston, in addition to teaching and research sites around Queensland and Brisbane city. The University has six Faculties and four University-level Institutes. The Institutes, funded by government and industry grants, philanthropy and commercialisation activities, have built scale and focus in research areas in neuroscience, biomolecular and biomedical sciences, sustainable minerals, bioengineering and nanotechnology, as well as social science research.
UQ has an outstanding track-record in commercialisation of our innovation with major technologies employed across the globe and integral to gross product sales of $11 billion+.

UQ has a rapidly growing record of attracting philanthropic support for its activities and this will be a strategic focus going forward.

Organisational Environment

In 1990, The University of Queensland merged with the Queensland Agricultural College, which saw the establishment of the University’s Gatton Campus. It hosts a number of degree programs in agricultural and veterinary sciences, in addition to research centres and a wide range of facilities to support teaching and research in agriculture and veterinary sciences. Engagement with the local community is a critical element of the philosophy and activities of the Campus. Effort to promote innovation on the Campus is another key feature of UQ Gatton, as is a focus on sustainability.

The Campus offers an extremely broad range of qualifications from vocational to undergraduate to postgraduate and research higher degrees. The programs run from the Campus are in disciplines such as agriculture, animals, veterinary science, food or the environment involving issues such as climate change, feeding a growing population, biosecurity, and diminishing natural resources. As a result, UQ Gatton is a large and complex campus, predominantly a rural setting with working farms and dairy, as well as Halls of Residence, advanced research facilities and contemporary teaching spaces, from traditional lecture theatres to those designed to teach animal sciences.

The Office of the Director, Gatton Campus is responsible for ensuring the smooth and effective operations of the Gatton Campus of The University of Queensland, supporting academic teaching, research and community programs. The Director’s portfolio includes responsibility for the Gatton Dairy, Piggery Unit, Equine Unit, Cropping Unit, Grazing Animal Unit, UQ-Skills and the Halls of Residence in addition to administration functions and OH&S.

The UQ Skills is a Registered Training Organisation (RTO 1511) and is chartered to deliver a range of accredited vocational education and training programs and non-accredited professional development programs. Various external, industry-based training programs on a fee-for-service basis or government funded training programs are also delivered by the Centre.

Diversity and Inclusion

The Office of the Director, Gatton Campus recognizes and values equity and diversity, and encourages applications from any individual who meets the requirements of this position irrespective of gender, sexuality, race, ethnicity, religion, disability, age or other protected attributes. The School strives to provide an inclusive working environment, and along with the University is committed to supporting staff with family and caring responsibilities by providing policies, programs and initiatives to help balance work and family responsibilities.

Information for Prospective Staff

Information about the Gatton Campus can be found at https://gatton.uq.edu.au/
Information for Prospective Staff

Information about life at UQ including staff benefits, relocation and UQ campuses is available online.

DUTY STATEMENT

Primary Purpose of Position

The Trainer Manager is responsible for the overall educational leadership, support and function of programs and staff within the Department of Agriculture, Applied Rural and Vocational Education programs. This includes teaching and mentoring teaching staff as well as managing the development, evaluation and implementation of department programs.

Duties

Duties and responsibilities include, but are not limited to:

- Lead the planning and manage development and implementation of program curriculum and teaching and learning practices.
- Lead a culture of educational quality and student experience through exceptional people management of Program Leads and Teaching staff.
- Drive and lead educational compliance in line with the Department of Employment, Small Business and Training requirements as well as the Australian Skills Quality Authority.
- Plan, organise and manage recruitment for teaching staff to meet operational needs.
- Efficiently work to financial and operational KPIs to drive growth and scope of the Department.
- Teach and assess courses in at least two of departments programs including Vocational Education and Training.
- Effectively and efficiently manages competing priorities and tasks in line with UQ Skills workplans and strategic goals.
- Prepare and provide regular business reports on department performance and KPIs.
- Lead projects assigned to meet business development growth and support UQ Skills Business Development Function.
- Effectively work with staff to ensure implementation of processes to maintain regulatory compliance and meet the needs for VET in school programs.
- Contribute to the implementation and development of operational procedures and workflow documents in conjunction with the Program Manager and Director.

Other

- Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including but not exclusive to:
  - the University’s Code of Conduct
  - requirements of the Queensland occupational health and safety (OH&S) legislation and related OH&S responsibilities and procedures developed by the University or Institute/School
  - the adoption of sustainable practices in all work activities and compliance with associated legislation and related University sustainability responsibilities and procedures.
requirements of the Education Services for Overseas Students Act 2000, the National Code 2007 and associated legislation, and related responsibilities and procedures developed by the University

Organisational Relationships

The position directly reports to the Program Manager
SELECTION CRITERIA

- Completion of a relevant degree or diploma qualification with at least four year’s relevant work experience in a Registered Training Organisation (RTO) as a Program Lead or Manager.
- Completion of a Certificate CIV in Training and Assessment and either a Diploma of Vocational Education or a Diploma of Training Design and Development.
- Highly developed skills in team leadership and management of teaching staff
- High level written, oral and interpersonal skills with a commitment to a culture of quality and collaboration in educational management.
- Proven experience in driving teaching and assessment practices in a team, for example succeeding in addressing Standards for Registered Training Organisations 2015, specifically all of standard 1.
- A track record of designing and developing innovative teaching and assessment curriculum in line with RTO compliance obligations.
- Sound knowledge and understanding of the University’s administration policies and procedures or the demonstrated ability to rapidly acquire such knowledge.
- Proven experience in managing a vocational teaching unit including recruiting, selecting and inducting staff to meet operational needs.
- Demonstrated ability to establish co-operative working relations with a wide range of internal and external stakeholders

The University of Queensland values diversity and inclusion and actively encourages applications from those who bring diversity to the University. Please refer to the University’s Diversity and Inclusion webpage for further information and points of contact if you require additional support.

This role is a full-time position; however flexible working arrangements may be negotiated.

Accessibility requirements and/or adjustments can be directed to recruitment@uq.edu.au.