

STATEMENT OF DUTIES – August 2021

Title	Education Project Leader - Cyber
Number	Generic
Department	Students and Education
Section	Students and Education
Team	TBA
Supervisor	Executive Director Students and Education
Award/Agreement	Tasmanian State Service Award
Classification	General Stream Band 7
Employment Conditions	Permanent, Full time, 73.5 hours per fortnight, 52 weeks per year including 4 weeks annual leave.
Location	Statewide

The Role

The Education Project Leader – Cyber is responsible for planning, designing, and managing the implementation of cyber related vocational education and training (VET) industry products.

The occupant will keep abreast of contemporary developments and emerging trends for educational programs to ensure that cyber training products meet current and future industry needs. Outcomes include meeting standards as determined by the national regulator, achieving TasTAFE's Corporate Plan and Minister's priorities, and delivering on TasTAFE's business and education longer term strategies.

The Education Project Leader – Cyber will work in collaboration with Managers Education and Training and other Education Project Leaders to plan and manage the development of priority/growth industry training products.

The Education Project Leader – Cyber will also be a strong and positive contributor for the development and demonstration of an effective leadership team ethos across TasTAFE.

Level of Responsibility/ Direction and Supervision

The occupant is directly responsible for the effective and efficient project management of cyber industry training programs. The occupant will identify emerging educational programs and related issues to ensure that development and delivery of cyber training products meets current and future workforce needs of students and of that industry sector(s).

The Education Project Leader – Cyber will provide input into student and education policies, procedures, directions, and guidelines from a cyber perspective. As a leader within TasTAFE the Education Project Leader – Cyber will also adhere to all policies and procedures.

The organisation has a range of delegations in operational areas including Education, Finance and Human Resources. The occupant is responsible for ascertaining the delegations that are assigned to these duties and is expected to exercise any applicable delegations prudently and in accordance with any specified limitations.

In the delivery of their functions, the occupant must ensure that:

- Within the occupant's area of organisational responsibility, appropriate strategies are in place to minimise the risk of fraud; and

- Decisions and actions are made ethically and with integrity, on the basis that such is legal, is right and is reasonable based on an objective standard.

Primary Duties

1. Apply contemporary project management principles to plan, design and manage the development of cyber industry training products.
2. Ensure cyber training products meet ASQA standards and other compliance requirements with a focus on continuous improvement.
3. Proactively engage with government, industry, community, and other relevant stakeholders to inform and evaluate the development, quality and relevance of VET practice and related training products and services.
4. Positively contribute to and support the implementation of business opportunities in line with TasTAFE's business growth strategy and organisational priorities and targets.
5. Contribute to TasTAFE's student and education, business and corporate directions and utilise the expertise in other areas of TasTAFE to ensure that TasTAFE is developing training capacity in new and emerging industry areas.
6. Operate within the allocated human, physical, financial and information resources in accordance with organisational policies, guidelines and directions.
7. Mentor, support and guide teachers and support staff to ensure development of training products and training implementation in emerging industry areas.
8. Contribute to corporate and people/cultural leadership through:
 - Ensuring WHS practices are compliant with relevant legislation, standards, codes of practice, policies and procedures and contribute to regional campus operations.
 - Leading high-performance, sustainable business practices
 - Implementing contemporary workplace and management practices
 - Cultivating and promoting a robust organisational culture which nurtures innovation, flexibility, knowledge management and responsiveness
9. The occupant of this position can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

Selection Criteria

Employment in the State Service is governed by the *State Service Act 2000* and employment decisions must be based on merit. A decision relating to appointment or promotion is based on merit if:

- an assessment is made of the relative suitability of the candidates for the duties; and
- the assessment is based on the relationship between the candidates' work-related qualities and the work related qualities genuinely required for the performance of the duties; and
- the assessment focuses on the relative capacity of the candidates to achieve outcomes related to the duties; and
- the assessment is the primary consideration in making the decision.

Work-related qualities might include skills and abilities; qualifications, training and competencies; standard of work performance; capacity to produce required outcomes; relevant personal qualities; and demonstrated potential for future development.

The following specific selection criteria must be addressed by candidates in this context. The nominated role and duties contained in this statement of duties must also be used to assist in the interpretation of these selection criteria.

1. Extensive, high level experience in, knowledge of and demonstrated ability to create contemporary, relevant, innovative, and flexible vocational education and training products using project methodology.
2. High level knowledge and understanding of the vocational area/s, including the ability to plan, design and manage cyber training products that are consistent with national standards, priority areas, contemporary developments, and current industry needs.
3. High level verbal and written communication and interpersonal skills, with the ability to influence, consult, negotiate persuasively, facilitate meetings and workshops, resolve conflict, and develop effective networks with staff and stakeholders.
4. High level strategic, conceptual, analytical and creative skills with the ability to manage change, make sound judgements, identify options, make appropriate recommendations, and develop solutions for improved outcomes.
5. Proven ability to lead consultative processes and participative decision-making both within and outside the organisation, particularly in relation to the development and implementation of educational policy, whilst ensuring alignment with organisational plans, goals and objectives.
6. Ability to apply contemporary leadership practices and principals of sustainable business practices, with a focus on wellbeing, positive organisational culture, and adherence to high standards in workplace health and safety conditions and practices.

Requirements

Essential

- Current Registration to Work with Vulnerable People
The **Registration to Work with Vulnerable People Act 2013** requires persons undertaking work in a regulated activity to be registered. A regulated activity is a child related service or activity defined in the Registration to Work with Vulnerable People Regulations 2014. This registration must remain current and valid at all times whilst employed in this role and the status of this may be checked at any time during employment.

Desirable

- Experience in Cyber, Information Communications Technology and Project Management.

Working within TasTAFE

TasTAFE is a Statutory Authority and Tasmania's largest publicly owned registered training organisation. As the highest volume training provider in Tasmania, TasTAFE services the needs of industry, individual VET students as well as year 11 and 12 students in conjunction with the state's network of senior secondary colleges.

TasTAFE plays a vital role in improving the economic performance of Tasmania particularly in participation and productivity levels. The organisation caters for the needs of:

- Tasmanian adults seeking to improve vocational and further education qualifications
- Tasmanian businesses and their employees, including trainees and apprentices
- Tasmanian community groups and networks who support the disadvantaged and disengaged
- Those in rural and remote areas of Tasmania seeking access to VET services.

Employees within TasTAFE are required to:

- Support the establishment and ongoing development of TasTAFE
- Have a good understanding of the organisation's strategic intent and a commitment to TasTAFE's vision, mission and values
- Actively promote and support the achievement of the TasTAFE corporate plan.

Work Health and Safety

In accordance with the *Work Health and Safety Act 2012 (the Act)* all employees, whilst at work, are expected to participate in maintaining safe working conditions and practices and take reasonable care for their own health and safety, ensuring their actions do not adversely affect the health and safety of others. All employees are expected to comply with any reasonable instructions given by TasTAFE to ensure compliance with the Act; and cooperate with TasTAFE Work Health and Safety Policies, Procedures and Guidelines.

For Managers Only

The occupant of this position is expected to contribute to TasTAFE's duty of care to comply with *the Act* by ensuring members of their team(s) adhere to the responsibilities and expectations outlined above; and to be proactive in identifying and managing hazards in the workplace.

Employees specific Work Health and Safety responsibilities and accountabilities are documented in the WHS Accountabilities and Responsibilities by Position Policy located on INFOcus, TasTAFESAFE, Section I – Leadership and Consultation.

Information and Records Management

All employees are responsible and accountable to:

- Create records according to the business needs and business processes of their business unit or section that adequately document the business activities in which they take part.
- Register documents in an approved Business Information Management System.
- Access information for legitimate work purposes only.

All employees must not:

- destroy delete or alter records without proper authority; or
- remove information, documents or records from the organisation without permission.

Working Relationships

This role operates within the context of a connected and networked TasTAFE.

State Service Principles and Code of Conduct

Employment in the State Service is governed by the *State Service Act 2000*. All employees are responsible for ensuring that the standards of behaviour and conduct specified in the State Service Principles and Code of Conduct are adhered to. All employees are expected to act ethically and with integrity in the undertaking of their duties. Employees who breach the code of conduct may have sanctions imposed.

The State Service Principles and Code of Conduct are contained in the *State Service Act 2000* and can be found on the State Service Management Office website at

<http://www.dpac.tas.gov.au/divisions/ssmo> together with Employment Direction No. 2 *State Service Principles*. All employees must read these and ensure they understand their responsibilities.

All employees are expected to utilise information management systems in a responsible manner in line with the DoE Condition of Use policy statement located at [Department of Education: Information technology policies](#)

Supervisors are responsible for promoting, and for ensuring all practices within their area follow the principles of WH&S and Managing Diversity, including Equal Employment Opportunity. All employees are expected to promote and uphold the elimination of workplace harassment. Workplace discrimination, bullying or harassment are considered to be breaches of proper standards of conduct and behaviour and are illegal.

State Government workplaces and vehicles are non-smoking environments.

Category/funding/restrictions:

Office use only:

APPROVED BY HRM DELEGATE:

A handwritten signature in black ink, appearing to be 'R. J.', is written over the 'APPROVED BY HRM DELEGATE:' text.

Instrument to Vary Establishment:

Date Duties and Selection Criteria Last Reviewed: N E W
