

## STATEMENT OF DUTIES – October 2021

<b>Title</b>	Manager, Digital Learning Transformation
<b>Number</b>	975946
<b>Department</b>	TasTAFE
<b>Section</b>	Students and Education
<b>Team</b>	
<b>Supervisor</b>	Executive Director Students and Education
<b>Award/Agreement</b>	Tasmanian State Service Award
<b>Classification</b>	General Stream Band 8
<b>Employment Conditions</b>	Permanent, full time, 73.5 hours per fortnight, 52 weeks per year including 4 weeks annual leave.
<b>Location</b>	State-wide

### The Role

The Manager, Digital Learning Transformation has an integral leadership role, advising and guiding the development and implementation of the TasTAFE Virtual Campus, its associated dependences and ongoing operation, as well as the organisation's digital learning strategy.

The Manager, Digital Learning Transformation will ensure that students receive a high-quality Vocational Education and Training (VET) experience through the TasTAFE Virtual Campus, by leading a team to develop the digital learning framework for TasTAFE Virtual Campus. The Manager, Digital Learning Transformation will work collaboratively with relevant areas for online learning content. This role will oversee the Virtual Campus, and the related product development to ensure vocational education and training delivered through the Virtual Campus is contemporary, innovative, responsive to feedback and meets the standards for Registered Training Organisations (RTOs).

The incumbent will work with the Manager Business Systems & Reporting, Managers Education and Training and the Senior Executive in supporting TasTAFE's strategy, learning philosophy, Corporate Plan and Ministerial priorities to deliver increased access to TasTAFE's training programs through the Virtual Campus implementation.

### Level of Responsibility/ Direction and Supervision

The occupant is directly responsible for the effective and efficient management of a small team ensuring they are responding to TasTAFE strategy directions and policy in delivery the Virtual Campus.

The occupant will be expected to work independently, with a high degree of autonomy, and operate under broad direction from the Executive Director, Students and Education.

The occupant will be a member of the TasTAFE Senior Leadership Team and the position requires a high degree of collaboration, in particular with the Directors of Education, Managers Education & Training, Educational Design Manager, eLearning Team, and the Quality Manager to ensure the successful operation of the TasTAFE Virtual Campus.

The occupant also exercises delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities, and functional arrangements mandated by the Chief Executive Officer. Details of delegations to this role are provided to the occupant and must be exercised in accordance with any specified limitations.

### **Primary Duties**

1. Under the direction of the TasTAFE Executive, drive the development and implementation of the TasTAFE Virtual Campus and associated frameworks.
2. Conduct research, benchmarking, and data analysis of best practice business and pedagogy in relation to virtual delivery in the VET Sector to support TasTAFE's strategic planning.
3. Develop the Digital Learning Strategy for the TasTAFE Virtual Campus.
4. Support the Virtual Campus Product Plan to ensure engaging learning assets and digital content are delivered through the Virtual Campus.
5. Develop an internal and external communications plan to support the delivery of the TasTAFE Virtual Campus, with strong stakeholder engagement.
6. Ensure the delivery of engaging and dynamic teaching and learning environments across blended and fully online modes of delivery.
7. Manage consistent and concise reporting to TasTAFE's Executive on the delivery of the TasTAFE Virtual Campus, allowing a clear view of deliverables and benefits realisation.
8. Manage, lead, direct and monitor the performance and development of staff, ensuring capability development, a high performing team and encouraging co-operation and teamwork.
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. Demonstrated high level knowledge and extensive experience in managing large strategic projects from inception to final completion, with significant understanding of project management methodology.
2. Demonstrated experience in communications and marketing, including the development of marketing and communication plans to support the successful implementation of large strategic projects.
3. Extensive high-level experience in, and knowledge of, digital business transformation.
4. Highly developed interpersonal skills, high level verbal, written and presentation skills with the proven ability to influence, negotiate and engage with key stakeholders and others to develop and maintain effective working relationships, particularly with senior management.
5. Highly developed conceptual and analytical skills with the demonstrated ability to research, prepare and analyse reports and papers, providing recommendations to senior managers, and proactively engage with internal and external stakeholders to develop and maintain strong and constructive relationships to successfully deliver the TasTAFE Virtual Campus.
6. High level of initiative and adaptability including a demonstrated ability to provide effective leadership, manage change, motivate staff, focus on improvement and to achieve results in a changing environment.

## 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**
- Knowledge of emerging and current technologies used for technology enabled business.
  - Technical skills related to the area of business transformation.
  - A relevant tertiary qualification.

## 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.

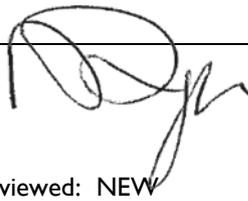
---

**Category/funding/restrictions:**

---

**Office use only:**

**APPROVED BY HRM DELEGATE:**

A handwritten signature in black ink, appearing to be 'M. J.', is written over a horizontal line.

Instrument to Vary Establishment:

Date Duties and Selection Criteria Last Reviewed: NEW

---