

Position Description



Position title:	Program Coordinator, Corrections
School/Section/VCO:	Federation TAFE
Campus:	Lang Kal Kal Prison. Travel to other campuses or prisons may be required.
Classification:	TAFE Education Manager EM1
Time fraction:	Full-time
Employment mode:	Fixed-term appointment
Probationary period:	This appointment is offered subject to the successful completion of a probationary period.
Further information from:	Tim Bowler, Education Manager, Commercial and Engagement. Telephone: (03) 5326 2659 E-mail: t.bowler@federation.edu.au
Recruitment number:	849794

Background

Ballarat has been a hub for innovation in industry ever since the Victorian gold rush and our roots can be found in the Ballarat School of Mines which was established in the 1840s.

Federation TAFE is home to vocational education and training delivered by Federation University Australia and offers a broad range of quality education and training programs, reflecting state and national priorities that address the training needs of individuals and industry.

With a strong focus on employment-based training, Federation TAFE brings training in critical skills disciplines together with employers in a variety of industry sectors to have the trained workforce they require so they can thrive into the future.

We offer a wide range of pre-employment, employment/trade, post trade and entry to mid-level qualifications across major sectors including automotive, business management and IT, building and construction, community and children services, cookery, hairdressing, beauty therapy, engineering, manufacturing and rural sciences among many others.

Federation TAFE is building a strong reputation and is looking to expand delivery to our market throughout Victoria and internationally where there is a growing appetite for quality vocational training.

Position Description

Program Coordinator, Corrections

Position summary

The Program Coordinator, Corrections is required to manage the day to day operations, planning, development, implementation and evaluation of the teaching and educational services contracted with Corrections Victoria at Langi Kal Kal

The Program Coordinator, Corrections is accountable for providing education and management leadership, a customer focus in service provision, maintenance of effective staff employment and performance monitoring processes as delegated by the Associate Director, College Quality, Commercial and Engagement.

The Program Coordinator, Corrections has a significant role in liaising with Corrections management.

The Program Coordinator, Corrections will be required to undergo a Victorian Police Check prior to commencement and be located in the Correction Centre.

Key responsibilities

1. Plan and coordinate the development, maintenance and delivery of Vocational Education Training (VET) programs ensuring the application of a variety of teaching methods (including flexible delivery) and assessments which reflect best practice teaching methodology.
2. Coordinate the development, review, modification and continuous improvement of teaching and assessment procedures and processes for various contexts in line with contractual obligations.
3. Coordinate the preparation, maintenance and evaluation of teaching and learning resources, course and delivery plans and student feedback for all program and timetable programs in consultation with the Associate Director, College Quality, Commercial and Engagement, and Corrections Victoria management to meet contractual commitments.
4. Ensure compliance with the requirements of Corrections Victoria, the University's Quality Management System (which incorporates the Australian Skills Quality Authority) and/or ISO by conducting regular audits on courses/programs. This includes all course related documentation, including but not limited to, validation, Training and Assessment Strategy and delivery plans.
5. Liaise with Corrections management and participate in scheduled meetings, activities and networks relevant to the requirements of the position to enhance relationships. Review training to meet the evolving needs of the corrections facility and Corrections Victoria as per the contractual obligations.
6. Lead and supervise all teaching and support staff, including recruitment and induction, the monitoring of casual/sessional contracts, negotiating teachers work plans and conducting the staff Performance Reviews and Development Program (PRDP).
7. Ensure general student administrative activities (including student files), documentation and student results are completed, graduation candidates are verified and all student records in general are kept up to date.
8. Monitor students' on-going educational progress and pastoral care in consultation with teachers and support staff including the handling of student grievances in line with the contractual obligation of Corrections Victoria.
9. Monitor and review the progress of performance measures, including vocational counselling and language, literacy and numeracy testing, as set out in contractual obligations with Corrections Victoria.

Position Description

Program Coordinator, Corrections

10. Complete monthly and quarterly reports using prescribed templates.
11. Plan and manage resources, including making discretionary decisions associated with delegated financial responsibilities, and contribute to the achievement of Federation College's financial sustainability.
12. Represent the University and staff on committees and forums and provide support to the Education Manager, on all matters including resources implications on VET courses/programs.
13. Ensure all Correction Victoria contractual obligations are met in the provision of educational training services.
14. Contribute to the development of University policies and procedures and inform/advise teaching staff on policy matters and subsequent changes.
15. Other duties and projects as directed within the scope of this position and the provisions of the Federation University TAFE Teachers Agreement 2019.
16. Reflect and embed the University's strategic purpose, priorities and goals when exercising the responsibilities of this position. For a more complete understanding and further information please access the Strategic Plan at: <https://federation.edu.au/about-us/our-university/strategic-plan>.
17. Undertake the responsibilities of the position adhering to:
 - The Staff and Child Safe Codes of Conduct and Conflict of Interest Policy and Procedure;
 - Equal Opportunity and anti-discrimination legislation and requirements;
 - the requirements for the inclusion of people with disabilities in work and study;
 - Occupational Health and Safety (OH&S) legislation and requirements; and
 - Public Records Office of Victoria (PROV) legislation.

Level of responsibility

Under general direction from the Education Manager, Commercial and Corrections, or delegated nominee, the Program Coordinator is responsible for the effective management of the teaching and support staff, course documentation, learning and teaching resources and VET courses/programs conducted by the University for Corrections Victoria at Langi Kal Kal.

The position covers a range of functions, including planning, working within pre-determined budgets, developing strategies, managing contracts and implementing policies, associated with managing the teaching and learning programs to achieve the desired outcomes for the University and Corrections Victoria contractual obligations.

In the context of the policy and procedures of the University, the Program Coordinator will need to display initiative and generate innovative solutions to ensure the effective management of the day-to day delivery of teaching courses/programs at the HMP Hopkins Correctional Centre.

The Program Coordinator will be required to make sound decisions recognising consequences on the teaching and learning courses/programs and impact on achievement of targets and objectives for Federation TAFE, the University and the contractual obligations of Corrections Victoria.

Position Description

Program Coordinator, Corrections

Training and qualifications

Relevant vocational qualification and/or experience at Diploma or Degree level. A minimum adult education qualification at AQTF Level 6 or above that includes studies in adult learning methodology, studies in teaching in a vocational education environment, studies in applied research using the Boyer Framework and 200 hours of supervised practicum or equivalent or willingness to complete.

A Certificate IV in Training and Assessment TAE40116 (or equivalent).

An approved number of years industrial/professional experience.

All University positions delivering education and/or services to children (a child for this purpose is considered to be someone below the age of 18 years) must hold a valid Working with Children Check (WWCC) or hold a current registration with the Victorian Institute of Teaching (VIT).

A completed a Victorian Police Record Check, as required under the contractual obligations with Corrections Victoria.

Position/Organisational relationships

The Program Coordinator reports directly and receives broad direction from the Education Manager, Commercial and Corrections or delegated nominee, working closely with other University and Correction Victoria staff at Langi Kal Kal Prison.

The position requires extensive professional knowledge and experience in teaching and learning in the VET context. The Program Coordinator will be expected to contribute to the development of University educational learning and teaching policies and procedures and provide advice and assistance to teaching and support staff, industry and community clients and the broader University community.

The Program Coordinator will further be expected to represent the University and negotiate and facilitate industry and community based VET programs on behalf of the University and Corrections Victoria contractual obligations.

Key selection criteria

Applicants must demonstrate they are able to undertake the inherent responsibilities of the position as contained in the position description and are able to meet the following key selection criteria:

1. Relevant vocational qualification and/or experience at Diploma or Degree level.

A minimum teaching qualification at Advanced Diploma or Associate Degree AQTF Level 6 that includes studies in adult learning methodology, studies in teaching in a vocational education environment, studies in applied research and 200 hours of supervised practicum or equivalent or willingness to complete the qualification within 18 months of commencement.

A Certificate IV in Training and Assessment TAE40116 (or equivalent)

An approved number of years industrial/professional experience.

A valid Working with Children Check (WWC) Assessment Notice and/or WWC Card
2. A completed a Victorian Police Record Check, as required under the contractual obligations with Corrections Victoria.
3. Demonstrated ability to manage resources within budget, business objectives and contractual obligations to ensure the effective and efficient delivery of VET programs to students and industry clients.

Position Description

Program Coordinator, Corrections

4. Demonstrated understanding of the current issues influencing the VET sector, particularly within the programs offered by Federation TAFE and Corrections Victoria.
5. Demonstrated capacity to lead, manage and develop a team of teaching staff in achieving learning and teaching objectives.
6. Demonstrated planning, co-ordination and resource management skills, including the proven ability to analyse situations and implement workable solutions.
7. Demonstrated communication and interpersonal skills, including the ability to develop and maintain community/industry relationships and networks.
9. Demonstrated ability to apply information and communication technologies to the teaching and learning process to suit the needs of a diverse range of students, including those with disabilities.
10. Demonstrated working knowledge and application of the Child Safety Standards.
11. Demonstrated knowledge and application of appropriate behaviours when engaging with children, including children with a disability and from culturally and/or linguistically diverse backgrounds.

8. It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above