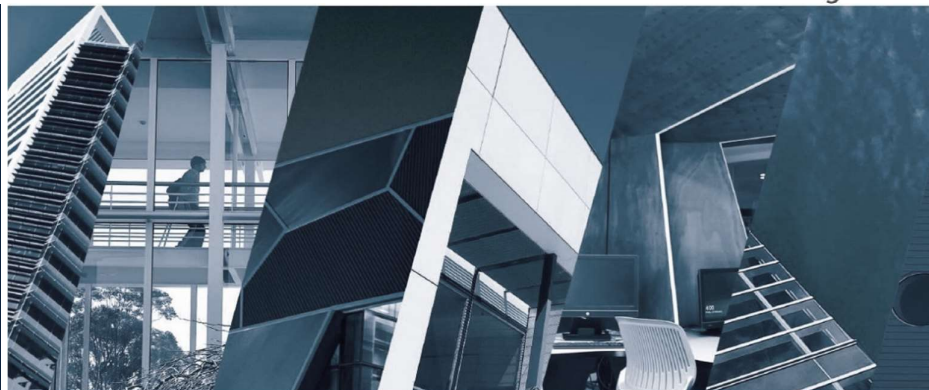


Position Description



Position title:	Coordinator, TAFE Work Integrated Learning
School/Directorate/VCO:	Federation TAFE
Campus:	SMB Campus. Travel between campuses may be required.
Classification:	Within the HEW Level 7 range
Time fraction:	Full-time
Employment mode:	Continuing employment
Probationary period:	This appointment is offered subject to the successful completion of a probationary period.
Further information from:	Mr Andrew Henwood, General Manager TAFE Telephone: (03) 5327 8315 E-mail: a.henwood@federation.edu.au
Recruitment number:	850007

Background

At Federation University, we are driven to make a real difference to the lives of every student, and to the communities we serve.

We are one of Australia's oldest universities, known today for our modern approach to teaching and learning. For 150 years, we have been reaching out to new communities, steadily building a generation of independent thinkers united in the knowledge that they are greater together.

Across our university and TAFE campuses in Ballarat, Berwick, Brisbane, Gippsland, and the Wimmera, we deliver world-class education and facilities. With the largest network of campuses across Victoria, as well as a growing Brisbane base, we are uniquely positioned to provide pathways from vocational education and skills training at Federation TAFE through to higher education.

This position description is agreed to by

Employee name

Signature

Date

Portfolio

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 summary

The Coordinator, TAFE Work Integrated Learning is responsible for coordinating the delivery of quality and compliant Work Integrated Learning placements across Federation TAFE. The position is also responsible for contributing to the Learning and Teaching outcomes of the University by monitoring Quality and Compliance related to placements.

The Coordinator, TAFE Work Integrated Learning is responsible for managing the placement team to ensure an efficient, effective and cooperative team capable of meeting the needs of Federation TAFE.

The Coordinator, TAFE Work Integrated learning will be required to travel to other campuses and locations.

Key responsibilities

1. Coordinate the Work Integrated Learning function by developing, implementing, monitoring and reviewing processes and quality systems, and aligning resources to ensure effective, efficient and compliant delivery of services.
2. Oversee the efficient administration of all financial processing relating to placements including verification of invoices and monitoring of budgets relating to placements.
3. Ensure the provision of efficient and effective administration of placements across specific TAFE programs and departments including the maintenance of student records.
4. Provide accurate reports on placements for both internal and external parties on placements, including information required for accreditation purposes, assessment and State Government reporting.
5. Coordinate legal agreements and contracts relating to Work Integrated Learning placement in conjunction with the Legal office and ensure compliance.
6. Develop and establish external relationships between Federation University and placement services in consultation with Education Managers within Federation TAFE.
7. Contribute to the development of policy, procedures and business processes in relation to work integrated learning activities ensuring compliance to ASQA Standards and OHS Requirements.
8. Supervise, develop and support staff to achieve objectives. This includes implementing the Performance Review and Development Program and other performance enhancement initiatives.
9. 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>.
10. 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 supervision and responsibility

The Coordinator, TAFE Work Integrated Learning reports to and receives broad direction from the General Manager, TAFE. The position is responsible for managing the placement team to ensure the efficient and effective service is provided.

The Coordinator, TAFE Work Integrated Learning is responsible for interpreting policies and procedures and ensuring compliance with relevant legislative and course requirements. The position is responsible for developing and implementing processes and systems within the team and leading a culture of continuous improvement and responsive customer service.

The Coordinator, TAFE Work Integrated Learning will require specialist professional knowledge, to adapt policies, practices and systems as required. The position is also responsible for solving complex problems within a dynamic environment and advising senior management within the directorate of issues and solutions.

Training and qualifications

A degree with at least four years subsequent relevant experience; or extensive experience and management expertise in administrative fields; or an equivalent combination of relevant experience and/or education/training.

Qualifications in Adult Vocational Education, or a willingness to obtain qualifications is highly desirable

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).

Position and Organisational relationships

The Coordinator, TAFE Work Integrated Learning reports to the General Manager TAFE. The position is responsible for managing general/professional staff within the Work Integrated Learning placement team. The position will also work closely with the Education Managers and other staff to deliver placement opportunities for students.

The Coordinator, TAFE Work Integrated Learning is responsible for developing and maintaining functional relationship with central areas in the delivery of student experience activities and to contribute to the delivery of a quality service to our students.

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. A degree with at least four years subsequent relevant experience; or extensive experience and management expertise in administrative fields; or an equivalent combination of relevant experience and/or education/training.
2. An Adult Vocational Education qualification, or a willingness to obtain an approved qualification.
3. Demonstrated management experience and organisational ability in an environment committed to providing a high level of customer service.
4. Demonstrated experience and expertise in the provision of Work Integrated Learning, placements and professional experience activities with demonstrated knowledge of relevant University policies and procedures across the Vocational Education sector.
5. Demonstrated problem solving, time management and organisational skills, including the ability to prioritise workloads and meet tight deadlines.
6. Demonstrated knowledge and experience in managing and processing of Vocational Education compliance transactions including experience in monitoring adherence to ASQA Standards.
7. Demonstrated ability to document processes and improve work practices with a commitment to continuous improvement.
8. Demonstrated communication skills and the ability to develop professional relationships with people from vocational, business and diverse cultural backgrounds.
9. Demonstrated ability to positively manage and support staff in achieving quality and timely outcomes, as well as the ability to work cooperatively as a member of a team.
10. High level administrative experience at a senior level with advanced ICT skills to utilise a full range of

software packages and systems.

11. Demonstrated working knowledge and application of the Child Safety Standards.
12. Demonstrated knowledge and application of appropriate behaviours when engaging with children, including children with a disability and from culturally and/or linguistically diverse backgrounds.

The University reserves the right to invite applications and to make no appointment.

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 may be altered in accordance with the changing requirements of the role.