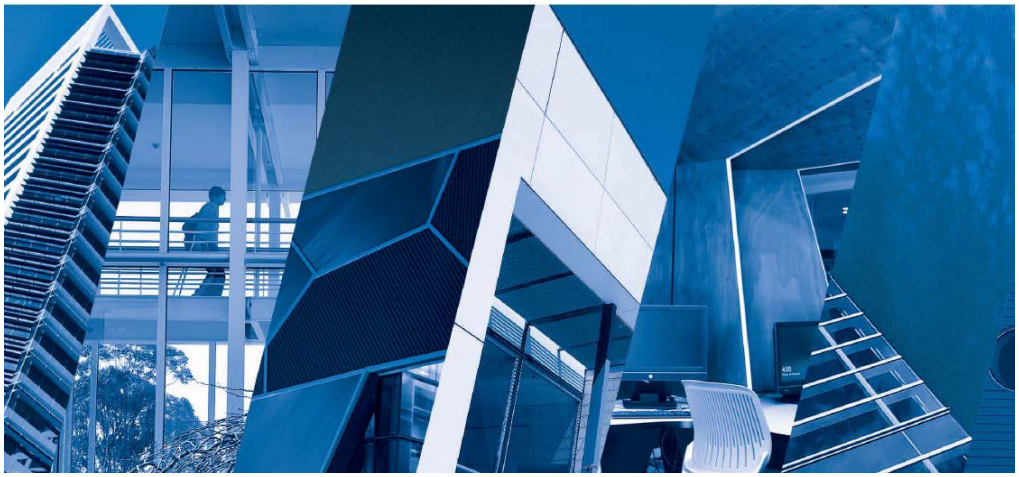
Position Description



Position title:	Education Manager, Education Manager, Children's and Community Services
School/Section/VCO:	Federation University Australia TAFE
Campus:	Mt Helen or SMB Campus. Travel to other campuses will be required.
Classification:	Education Manager 1 Level plus superable allowance
Time fraction:	Full-time
Employment mode:	Fixed-term appointment
Probationary period:	This appointment is offered subject to the successful completion of a probationary period.
Recruitment number	849232

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 1840's.

FedUni 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, FedUni 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.

FedUni 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 Education Manager is responsible for the effective leadership and people management of all staff within areas of responsibility including but not limited to; recruitment, induction, work plans and loads, development, discipline, mentoring/coaching and performance management.

The Education Manager is also responsible for the management of the design, development, delivery, evaluation, compliance (ASQA) and continuous improvement of the Vocational Education and Training (VET) programs offered by FedUni TAFE in Ballarat, Wimmera, and commercial partners within regional locations, nationally and internationally.

The Education Manager will make substantial contributions to and participate in the provision of a range of teaching and management functions, including staff, resources, industry connectivity, policy and planning and student administration. Teaching staff will report to the respective Education Manager who will provide the strategic and operational context in which they work together with guidance and support.

In addition, the position will work closely with senior stakeholders to achieve the overall strategic goals of the FedUni TAFE, managing specific projects where needed.

Key responsibilities

1. Lead, develop and support all teaching staff in achieving their objectives. Manage recruitment, induction, probation, Performance Review and Development Program and performance management processes for staff, including casual/sessional staff. Negotiate work plans/workloads - scheduled and unscheduled duties for all staff.
2. Lead and manage the planning, delivery, assessment and evaluation of VET programs and related business activities across a range of VET discipline areas locally, nationally and internationally.
3. Manage the day-to-day planning, scheduling, development, implementation and delivery of quality programs including provision of appropriate teaching and learning resources/consumables, equipment, staffing of classes and consideration of Occupational Health and Safety matters for all responsible areas.
4. Ensure compliance with the requirements of the University's reporting requirements and Quality Management System which incorporates the Australian Skills Quality Authority (ASQA) and Higher Education Skills Group (HESG) by conducting regular audits on courses/programs.
5. Manage training needs analysis and skills audits for community and industry clients.
6. Develop and maintain University, community and industry relationships and networks, and participate in meetings and activities which enhance these relationships.
7. Manage the general VET processes related to student administrative activities, documentation and student results, graduation and all student records ensuring they are in line with University policies and systems procedures.
8. Monitor student's on-going educational progress and pastoral care in consultation with teachers/coordinators including dealing with student grievances.
9. Manage and monitor budgets and contribute to commercial targets within the FedUni TAFE. Proactively participate in new initiatives in the business and education sectors and linking them with Federation University.
10. Represent FedUni TAFE on committees and forums and provide support to the Director Operations, on all matters including resources implications on VET courses/programs.

11. Initiate and coordinate input into the development of University-wide policies and procedures and inform/advise teaching staff on policy matters and subsequent changes.
12. Manage program change processes so teaching staff adopt and smoothly transition through the change.
13. 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.
14. 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 broad direction from the Executive Director, FedUni TAFE and day to day direction from the Director, Operations, the Education Manager is responsible for the effective leadership, management and development of the teaching staff in order to achieve set objectives. The position is also responsible for managing, developing the learning and teaching resources across a range of programs conducted by the FedUni TAFE at locations where the programs are delivered.

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

The Education Manager will be required to display initiative and generate innovative solutions and provide sound advice to ensure the effective management of the day-to-day delivery of a range of VET programs together with associate resources within the FedUni TAFE.

The Education Manager will be required to work independently as well as part of a team and make sound decisions recognising the impacts and consequences of the decisions on VET programs, the students and Programs, educational outcomes/targets, leadership of staff, the management of budgets, financial targets, learning resources and the achievement of the broader FedUni TAFE and University wide objectives.

Training and qualifications

Relevant vocational qualification and/or experience at Diploma or Degree level. A minimum adult 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.

A Certificate IV in Training and Assessment TAE40116 (or equivalent) or a willingness to complete the qualification by 1 April 2019.

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).

Position/Organisational relationships

The Education Manager reports directly to the Director, Operations and receives broad direction from the Executive Director, FedUni TAFE working closely with other staff members in the FedUni TAFE.

The Education Manager will further be expected to represent the University and negotiate and facilitate industry and community based VET programs on behalf of the FedUni TAFE.

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 12 months of commencement.

   A Certificate IV in Training and Assessment TAE40116 (or equivalent) or a willingness to complete the qualification by 1 April 2019

   An approved number of years industrial/professional experience.

   A valid Working with Children Check (WWC) Assessment Notice and/or WWC Card.

2. Demonstrated ability to effectively lead and manage a diverse teaching team and provide positive leadership to teaching staff to achieve performance objectives.
3. Demonstrated experience in managing budgets and physical resources to enable the delivery innovative programs to meet the needs of a diverse range of student cohorts.
4. Demonstrated knowledge and understanding of the relevant vocational industry body, including accreditation and compliance requirements.
5. Demonstrated experience in teaching and managing VET programs, including the ability to take a business focused approach that allows and promotes program growth while overseeing the development of innovative education programs and appropriate and compliant assessment tools.
6. Demonstrated knowledge and understanding of the VET Sector and compliance requirements of ASQA and Higher Education Skills Group, in addition an understanding of TESQA requirements is desirable.
7. Demonstrated administrative skills at a management level with demonstrated expertise in planning, establishing, organising, managing and monitoring educational programs and career pathways for students.
8. Demonstrated ability communication and interpersonal skills, including analytical and problem solving skills and the ability to manage student discipline and welfare matters.
9. Demonstrated ability to develop collaborative working relationships and networks with a range of stakeholders, including other educational institutions, industry, the wider community and other education and training bodies.
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.