

Position description

Position title:	Director, VET Practice
Faculty and/or School/Section/VCO:	FedUni TAFE
Campus:	SMB Campus. Travel between campuses may be required.
Classification:	Attractive remuneration package.
Employment mode:	Fixed-term appointment
Probationary period:	This appointment is offered subject to the successful completion of a probationary period.
Time fraction:	Full-time
Recruitment number:	849145
Further information from:	Associate Professor Barry Wright, Executive Director, FedUni TAFE Telephone: (03) 5327 8123 E-mail: b.wright@federation.edu.au
Position description approved by:	Professor Andy Smith, Deputy Vice-Chancellor (Academic)

This position description is agreed to by:

Employee name

Signature

Date

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

Warning: uncontrolled when printed.

Authorised by: Director, Human Resources
Document owner: Manager, HR Shared Services

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Position summary

The Director, VET Practice is responsible for contributing to and influencing strategic planning and providing educational leadership to Federation University TAFE (FedUni TAFE) to ensure the achievement of the TAFE's learning and teaching objectives and program objectives.

The Director, VET Practice will provide strategic advice to the Executive Director, FedUni TAFE and work collegially with other key positions within the University to foster a culture of innovative teaching delivery within TAFE and the University.

The position is also responsible for leading and managing FedUni TAFE's VET Practice Unit which supports all VET/TAFE related learning and teaching matters that reflect internally approved programs and those listed on our scope of registration. The VET Practice Unit supports the capability, viability and sustainability of our teaching workforce through the provision of strategic advice, professional development opportunities, innovative course design, delivery and assessment to ensure quality and compliance aligned to learning and teaching matters.

The Director, VET Practice is also responsible for the leadership and management of Apprenticeships staff across the Ballarat and Wimmera Campuses ensuring the management of high quality apprenticeship.

Key responsibilities

1. Develop and implement the TAFE strategy for learning and teaching, including quality programs with specific responsibility for managing the implementation and monitoring of teaching innovation, workplace delivery strategies, apprenticeships and VETiS programs including administrative processes for program development delivery and student administration.
2. Provide strategic advice and contribute to VET regulatory requirements and work in collaboration with the Executive Director, FedUni TAFE to lead and promote the development of innovative and effective VET practices and work towards ensuring that the University complies with the regulatory requirements of external VET agencies such as ASQA, VRQA and ESOS.
3. Provide leadership and advice to FedUni TAFE staff, as required internal and external audits processes and ASQA regulatory requirements. Provide advice and recommendations to the Executive Director, FedUni TAFE and other members of the University's Senior Leadership Team on audit, compliance and regulatory matters.
4. In consultation with the Director, Operations, manage and influence planning, delivery, assessment and evaluation of programs regionally, nationally and internationally to ensure effective, efficient and compliant programs/courses management and administration.
5. Lead, manage, support and develop VET Practice Unit staff to achieve objectives, ensuring compliance with University recruitment, induction, probation, performance reviews, work plans and staff development policies and procedures. Work collaboratively with the Director, Operations to ensure quality and compliance against training plans and apprenticeship development across the University where apprenticeship delivery occurs.
6. Lead and manage the VET Practice Unit and the ongoing development and upgrade to Apprenticeship Training Online Management (ATOM) across the University.

7. Work collaboratively with the General Manager, TAFE to ensure that new contracts and business administration meets ASQA, VRQA and HESG regulatory requirements for purpose of audits and minimise financial loss through non-compliance particularly in relation to sub-contracting arrangements.
8. Chair and participate in committees and working parties of the University as directed by the Executive Director, FedUni TAFE.
9. Develop productive working relationships with the Victorian TAFE Association and other external stakeholders and participate in external network groups. Collaborate on various external projects and working parties as directed by the Executive Director, FedUni TAFE.
10. Manage the development and promotion of WorldSkills, Victorian Training Award applications and other relevant awards.
11. Reflect and embed the University's Principles, Objectives and Strategic Priorities 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>.
12. 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

The Director, VET Practice reports to the Executive Director, VET. The Director, VET Practice is a member of the senior leadership team and is responsible for providing leadership to ensure excellence and quality in learning and teaching. The position will work collaboratively with the senior leadership team in fostering a culture of continuous improvement in teaching and assessment practices within TAFE. The position will also be responsible for providing leadership and advice to FedUni TAFE staff, as required on regulatory, audit and other compliance requirements.

The Director, VET Practice is responsible for chairing the TAFE Learning and Teaching Committee as well as representing TAFE on the University Learning and Teaching committee, Curriculum committee, Quality committee, Academic Board, and all associated working parties where required.

The Director, VET Practice will have operational autonomy in the management of the VET Practice Unit as well as the Apprenticeship Compliance Officer and Apprenticeship Training On-line Management (ATOM) support staff.

Training and qualifications

A postgraduate degree or equivalent and minimum approved teaching qualification at AQTF Level 6 that includes studies in adult learning methodology, studies in teaching in a Vocational Education environment, studies in Applied Research (linked to the Boyer framework of scholarship) and 200 hours of supervised teaching practice.

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

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 VIT registration.

Organisational relationships and impact

The Director, VET Practice reports to the Executive Director, FedUni TAFE. The position will work closely with the senior leadership team of TAFE and will also work closely with the General Manager TAFE in the management of budgets.

The Director, VET Practice will facilitate the mentoring of all teaching staff in relation to excellence in teaching and learning within TAFE and where required, external to other Schools.

The Director, VET Practice will establish and maintain collaborative relationships with other Associate Deans, Learning and Teaching as well as staff in the Centre for Learning Innovation and Professional Practice (CLIPP) to facilitate excellence in learning and teaching within TAFE and across the University. The position will maintain and enhance relationships with external bodies and employers to ensure the effective development and delivery of high quality apprenticeship and VETiS programs and enhance the TAFE's reputation through the promotion of the learning and teaching capabilities of TAFE and the University to business, industry, government and community regionally, nationally and internationally.

The Director, VET Practice will actively represent TAFE on relevant University committees.

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 postgraduate degree or equivalent and minimum approved teaching qualification at AQTF Level 6 that includes studies in adult learning methodology, studies in teaching in a Vocational Education environment, studies in Applied Research (linked to the Boyer framework of scholarship) and 200 hours of supervised teaching practice.

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

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 VIT registration.

2. Demonstrated expertise and experience in the VET sector, including regulatory, compliance and learning and teaching requirements and processes of a VET learning environment, as well as demonstrated expertise in the implementation and evaluation of innovative programs within a dual sector university environment.
3. Demonstrated leadership skills including the capacity to manage, develop, mentor and support staff to develop.
4. Demonstrated expertise in the development, implementation and monitoring change and continuous improvement strategies for program/course development and delivery ensuring the demands of all student cohorts (including those with disabilities) and the competitive VET system are met.

5. Demonstrated understanding of Apprenticeship policy and processes, VETiS program delivery and the University's strategic learning and teaching priorities with the capacity to significantly contribute to achieving successful learning and teaching outcomes for TAFE and broader University
6. Demonstrated communication and interpersonal skills with the ability to promote TAFE programs by developing and maintaining collaborative relationships with internal stakeholders, and externally with secondary schools, industry, business, government, the broader community.
7. Demonstrated knowledge and understanding of the tertiary education sector in Australia and internationally as well as the changes and challenges faced, the regulatory requirements and their impacts on TAFE and University.
8. Demonstrated working knowledge and application of the Child Safety Standards.
9. Demonstrated knowledge and application of appropriate behaviours when engaging with children, including children with a disability and from culturally and/or linguistically diverse backgrounds.