

# Position description

<b>Position title:</b>	<b>Director, Operations</b>
<b>School/Section/VCO:</b>	<b>Federation University TAFE (FedUni TAFE)</b>
<b>Campus:</b>	<b>SMB Campus. Travel between campuses will be required.</b>
<b>Classification:</b>	<b>Attractive remuneration package</b>
<b>Employment mode:</b>	<b>Fixed-term appointment</b>
<b>Probationary period:</b>	<b>This appointment is offered subject to the successful completion of a probationary period.</b>
<b>Time fraction:</b>	<b>Full-time</b>
<b>Recruitment number:</b>	<b>849144</b>
<b>Further information from:</b>	<b>Associate Professor Barry Wright, Executive Director, FedUni TAFE Telephone: (03) 5327 8123 E-mail: b.wright@federation.edu.au</b>
<b>Position description approved by:</b>	<b>Associate Professor Barry Wright, Executive Director, FedUni TAFE Professor Andy Smith, Deputy Vice-Chancellor (Academic)</b>

**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, Operations is responsible for contributing to the strategic planning of Federation University TAFE (FedUni TAFE) and providing educational leadership in the implementation and achievement of program/course objectives.

The Director, Operations is responsible for providing leadership and managing Education Managers and ensuring that learning and teaching needs are met through managing the allocation of financial and human resources. The position will also be responsible for ensuring programs/courses comply with relevant VET and University policies, procedures and guidelines.

The Director, Operations will also oversee and ensure that efficient and appropriate educational support and pastoral care are provided to students.

## Key responsibilities

1. Contribute to the development and implementation of FedUni TAFE strategy with specific responsibility for managing the implementation of objectives relating to program/course development, delivery and management and student administration.
2. Lead and manage the Education Managers effectively to ensure that programs/courses meet the expectations of students, and the demands of the competitive VET system (including new and where relevant international markets). This will include reviewing current programs/courses by developing, implementing and monitoring change and continuous improvement strategies for program/course development and delivery.
3. In conjunction with Director, VET Practice, oversee the planning, delivery, assessment and evaluation of programs/courses regionally, nationally and where relevant internationally, including ensuring effective and efficient program/course management and administration meets all compliance requirements.
4. Develop and enhance relationships with external professional bodies, including industry skills councils and employer organisations, promoting the recognition and quality of programs/courses offered.
5. Ensure that program/course profiles and associated financial targets are achieved by overseeing the implementation of student recruitment initiatives and other teaching/learning strategies.
6. Take a leading role in promoting and enhancing FedUni TAFE's reputation and capability regionally, nationally and internationally by establishing, developing and fostering industry alliances.
7. In conjunction with the Manager TAFE Sales, Marketing and Engagement and the FedUni TAFE Sales and Marketing Officers, assist to identify, initiate, promote and secure commercial and project opportunities with industry, business, government, partner institutions and the community, including contributing in the preparation of tenders, submissions and grant applications.
8. Determine and manage the staffing and resourcing profiles to ensure learning and teaching needs are met, including developing, implementing, managing and continuously reviewing workload models to ensure equitable workload allocations
9. Manage the ongoing monitoring of the educational progress and pastoral care of students and implement strategies to address concerns/issues ensuring quality student experiences and successful student outcomes.

10. Lead, manage, support and develop Education Managers and FedUni TAFE staff in general to achieve objectives, positive workplace culture, ensuring compliance with University recruitment, induction, probation, performance reviews, work plans and staff development policies and procedures.
11. Contribute to the planning and monitoring of budgets for programs/courses, policies and procedures and work processes for FedUni TAFE and the University.
12. 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>.
13. 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, Operations reports to the Executive Director, FedUni TAFE and is responsible for providing educational leadership. The Director, Operations is a member of the senior leadership team of FedUni TAFE and will work collaboratively with the senior leadership team in fostering a culture of cross-sectoral tertiary education and continuous improvement.

The Director, Operations will have operational autonomy and lead, manage, support and provide guidance to Education Managers.

## Training and qualifications

A postgraduate degree or equivalent and 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 position operates within FedUni TAFE and reports to the Executive Director, FedUni TAFE.

The Director, Operations will work closely with the senior leadership team of FedUni TAFE in achieving its strategic and operational objectives as well as collaboratively with the General Manager, FedUni TAFE in determining and establishing the staffing and resourcing profiles, and managing associated budgets.

The Director, Operations will work closely with the Director, VET Practice ensuring that program/course management and administration meets all compliance requirements. The position will also work collaboratively with the Manager TAFE Sales, Marketing and Engagement and the FedUni TAFE Sales and Marketing Officers to identify, initiate, promote and secure commercial and project opportunities with industry, business, government, partner institutions and the community.

The Director, Operations will establish and maintain collaborative relationships with internal stakeholders and externally to enhance FedUni TAFE's reputation and capability.

## 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 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.
3. Demonstrated leadership skills including the capacity to manage, develop, mentor and support staff to develop, implement and evaluate innovative programs within a dual sector university environment.
4. Demonstrated ability to develop, implement and monitor 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 ability to prepare and manage budgets as well as provide sound advice on financial and commercial targets.
6. Demonstrated communication and interpersonal skills with the ability to increase FedUni TAFE's reputation, attractiveness and financial viability by establishing and maintaining collaborative relationships with industry, business, government and 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 FedUni 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.

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.