

## POSITION DESCRIPTION

<b>Position Title</b>	Education Manager – Environment
<b>Position No</b>	
<b>Department</b>	Environment
<b>Faculty/Centre</b>	Faculty of Hospitality, Environment, Lifestyle & Business
<b>Classification</b>	Education Manager – Level 1 (EM1)
<b>Prepared By</b>	People Experience
<b>Date</b>	July, 2023
<b>Reference No</b>	
<b>Approved By</b>	Associate Director - People
<b>Primary Objectives of Position</b>	<ol style="list-style-type: none"> <li>1. Provide educational leadership and support the department's strategic planning, operational management and business development processes to ensure that departmental service targets are achieved.</li> <li>2. Ensure compliance with Australian Skills Quality Authority (ASQA) and funding agreement requirements by: <ul style="list-style-type: none"> <li>▪ supporting the Head of Department to facilitate the implementation of compliance processes</li> <li>▪ preparing and monitoring compliance processes and documentation for the delivery of training programs</li> <li>▪ monitoring faculty data</li> <li>▪ liaising with faculty senior educators to enable quality assurance and consistency of program delivery.</li> </ul> </li> <li>3. Ensure the delivery, assessment and resulting of students/ apprentices in accordance with relevant training packages, contractual obligations and ASQA requirements.</li> <li>4. Work collaboratively with key clients, and utilise a professional body of knowledge to determine strategies and programs which facilitate the delivery of superior programs and services to client groups.</li> </ol>
<b>Manager/Supervisor</b>	<p>Head of Department – Environment</p> <p>In relation to faculty specific requirements and responsibilities there may be a need to functionally report to the faculty dean.</p>
<b>Subordinates (Where Applicable)</b>	This position has supervisory responsibility for a range of full time, part time and casual teaching staff, as well as administrative, stores and other support staff across Environment teaching and training.

## **Internal Communication Requirements**

- Head of Department, Education Manager, senior educators and teaching staff to ensure integration and maximisation of facilities and resources and to ensure program compliance and consistency.
- Specialist support managers, and other relevant staff, to report and address operational matters and negotiate proposed solutions.
- Participate in internal activities as required, representing the views of both the department and the campus.
- Management and staff in departments and faculties across all levels of the Institute as required to perform the duties of the position and to ensure a coordinated, effective and efficient approach to teaching, training and educational opportunities.

## **External Communication Requirements**

- Participate in external activities as required, representing the views of both the Institute and the campus.
- Develop and maintain appropriate networks within the Vocational Education and Training (VET) sector including:
  - public and private Registered Training Organisations (RTOs) and relevant industry organisations
  - Industry reference committees and relevant Industry Advisory Groups
  - Industry representatives and industry regulators as appropriate
- Negotiate, consult and liaise with a wide range of organisations (government and non-government) and personnel outside the Institute, and at a variety of levels.

## **Specific Accountabilities**

*Responsibilities of the Education Manager are consistent with the General Classification Context and Task Level for Education Manager detailed in the relevant Enterprise Bargaining Agreement.*

1. Lead the design, development, delivery and evaluation of innovative, customised, high quality and flexible vocational education and training programs, including both on and off-campus, online and industry based.
2. Assist the Head of Department to develop Learning and Assessment Strategies for courses, ensuring involvement with relevant industry representatives.
3. With the Head of Department manage and supervise reporting staff including:
  - recruitment and selection
  - the induction of new staff
  - preparation of annual program scheduling
  - development of workplans and performance management reviews
  - planning relevant professional development activitiesto optimise staff performance and ensure the delivery of professional educational services.
4. Prepare documentation, and schedules for unit validation, to ensure all delivery processes and assessment materials meet Institute, training package and ASQA requirements.
5. Keep the Head of Department informed of expected future developments in curriculum and investigate, design, manage and evaluate projects to support the development of the faculty's

educational objectives and the long term strategic direction of the Institute.

6. With the Head of Department prepare, monitor and report on the department's budget, make recommendations, and participate in activities which promote the department and its projects both internally and externally.
7. Be accountable for the monitoring and reporting of student contact hours, student result entry, teaching hours and income and expenditure for each program within the discipline areas, and report against relevant key performance indicators.
8. Provide authoritative leadership, motivation and mentoring to a team of teaching and support staff across the full range of the specified teaching and program areas and specifically assist department Senior Educators to:
  - monitor the timely and accurate completion of on-line claiming and resulting for courses and prepare and maintain quality & compliance documentation for courses and programs being delivered
  - conduct regular course meetings to enable effective planning, monitoring, moderation, validation and evaluation to occur
  - guide and support relevant departmental staff in the effective management of difficult student/classroom situations
  - lead and participate in curriculum development and maintenance, and resource development, to ensure course compliance, currency and relevance to industry and student need
  - maintain communication processes to ensure that program evaluation occurs and to provide feedback to students/ apprentices on the progress of their units of competency
  - ensure appropriate professional development is undertaken by all VET trainers/teachers in order to remain current with industry standards
  - ensure competency is maintained by all VET trainers/ teachers in accordance with ASQA requirements
  - prepare employer and Institute reports as required.
9. Lead and participate in the student selection process, support students with course advice counselling and course progress and identify and refer students to Student Services as appropriate.
10. Liaise with industry contacts to facilitate effective and relevant vocational student placements and oversee field placements through relevant internal and external personnel.
11. Participate in external industry programs which further enhance the reputation of the Institute.
12. Encourage educational excellence in the development and delivery of programs and educational services, including fee for service activities, across the department and faculty.
13. Maintain an awareness of trends and opportunities in education and training delivery by appropriate networking and professional development activities.
14. Ensure compliance with the requirements of Holmesglen policies, procedures and processes, applicable legislation and relevant regulatory authorities.
15. With the Head of Department, ensure the department is compliant with Holmesglen's policy and procedure in relation to the Child Safety Standards.

16. Act in accordance with Holmesglen safety policies and procedures, including Child Safety Standards, to ensure that staff and departmental work areas and operations comply with relevant Occupational Health and Safety legislation.
17. Support the Institute's Strategic Plan and Vision and work to ensure that all activities align to the Institute's commitment to quality.

## Qualifications

### Mandatory

- An approved degree, diploma or certificate in a vocational area relevant to the department's operations or approved equivalent tertiary qualifications.
- An approved course of adult teacher training accredited at Australian Qualifications Framework (AQF) Level 6 or above with:
  - studies in adult learning methodology
  - studies in teaching in a Vocational Education environment
  - studies in Applied Research (linked to the Boyer framework of scholarship)
  - 200 hours of supervised teaching practice.
- Certificate IV in Training and Assessment - TAE40122 or predecessor/successor qualifications

### Desirable

- Relevant higher tertiary qualifications in an area relevant to the programs offered by the department.
- Post graduate qualifications in Adult Education or relevant field.
- A relevant management qualification or commitment to undertake a qualification in management and leadership.
- Membership of a relevant professional or industry association

## Knowledge

- Demonstrated knowledge of compliance requirements, and the development and maintenance of compliance documentation, for ASQA and agreed funding requirements for program areas.
- An experienced educational professional and leader with high level theoretical, educational and operational knowledge necessary to support the achievement of educational and business objectives.
- Knowledge of:
  - at least one discipline within the allocated area of responsibility
  - implementation of training packages
  - course material and on-line learning material development
  - staff selection and induction processes
- An understanding of current issues and developments in the vocational education and training (VET) sector with particular emphasis on the areas of responsibility and consequent applicability to industry
- Marketing of programs and courses.

## Experience

- Proficient educational leader and manager with acknowledged experience in leading, motivating and supervising a team of professional teaching and non-teaching staff in the delivery of educational services and outcomes.

## Skills

- Approved relevant industry experience and the ability to demonstrate currency in vocational workplace competencies.
- Significant teaching experience, including significant experience as a TAFE teacher in one or more program areas of the department post teacher training.
- Experience in coordinating programs and educational resources.
- Sound educational background and a high level interpersonal, organisational, management and communication skills.
- Demonstrated ability to work with, lead and motivate a team of professional staff in a specialist or functional unit towards defined organisation, education and personal goals.
- A highly skilled educational leader with acknowledged excellence in academic leadership and a demonstrated ability to continue to develop, implement and evaluate the educational areas of responsibility.
- Demonstrated ability to:
  - operate with a high degree of responsibility and operational autonomy
  - work under pressure whilst continuing to exercise high level judgement and sound business, educational and operational decisions in an environment of competing demands
  - deal with sensitive and confidential information, as well as the ability to use initiative to identify appropriate and relevant solutions to identified issues
  - lead change management and continuous improvement
  - negotiate, consult and liaise with relevant education and industry stakeholders and contacts.
- Significant initiative, sound judgment and reliable leadership at all times in carrying out the requirements of the position.

## Key Selection Criteria

In addition to qualification requirements the incumbent will have:

1. Proven educational leadership and management skills, significant experience as a teacher or coordinator in one or more program areas of responsibility as well as knowledge of current issues and developments in the vocational education and training (VET) sector.
2. A demonstrated ability to supervise, lead and motivate a team of professional staff towards the achievement of defined organisational and educational objectives.
3. A thorough understanding of the TAFE system, its structures and operations, including knowledge of industry training requirements for the VET sector generally and regulatory, compliance and reporting requirements in the particular areas of responsibility.
4. Capacity to plan training programs and related activities and effectively lead and/or participate in the development of new educational initiatives consistent with strategic directions.
5. Demonstrated ability to initiate and manage industry partnerships and strategic alliances.
6. Highly developed interpersonal and written and verbal communication skills including the ability to establish strong links with industry as well as the ability to negotiate effectively and work through issues constructively with staff, students and relevant stakeholders.

**Note**

- This position description describes in general terms the normal duties which this position is expected to undertake. Duties not specifically mentioned in this document, but within the capacity, qualifications and experience normally expected from people occupying positions classified at this level may be allocated.
- Employees attending certain workplace settings, including health and care facilities, may be required to meet mandatory vaccination obligations.
- Due to the nature of the position, there may be a requirement to accommodate flexible working hours and attendance requirements.
- The incumbent may be required to perform their duties at any campus or location controlled by Holmesglen Institute or elsewhere as directed.
- Holmesglen is a child safe organisation. This position requires a valid Victorian Employee Working with Children check and National Police Check.
- Holmesglen cultivates a workforce that embraces and values student voice and partnership.