

POSITION DESCRIPTION

Position Title	Project Officer – Curriculum Maintenance
Position No	
Department	Office for Industry Engagement - Curriculum Maintenance Manager (CMM) Service
Faculty/Centre	International Education and Enterprise Solutions
Classification	PACCT Worker Level 6 (PW 6)
Prepared By	General Manager – Office for Industry Engagement
Date	August, 2023
Reference No	<i>(To be completed by Human Resources Department)</i>
Approved By	Associate Director - Human Resources
Primary Objectives of Position	<ol style="list-style-type: none"> Support the delivery of the CMM service, and the strategic directions of the Victorian Government by: <ul style="list-style-type: none"> developing the Victorian purchasing guides for approval of the Department of Education and Training (DET) developing, maintaining and monitoring Victorian Crown Copyright Accredited Courses reviewing and providing advice to DET on Training Package development providing information, intelligence and advice on Vocational Education and Training (VET) matters as well as National and State VET policy matters. Provide a curriculum maintenance service for the Institute's Building Industries in the areas of Building and Construction, Civil Construction, Furnishing and Water. Liaise with public and private providers, teacher networks, and Skills Service Organisations (SSOs) to support the CMM service.
Manager/Supervisor	Curriculum Maintenance Manager (Manager)
Subordinates	Not applicable
Internal Communication Requirements	<ul style="list-style-type: none"> The Manager, the Executive Director - International Education and Enterprise Solutions and the General Manager - Office for Industry Engagement to ensure the effective delivery of the CMM service. Teaching faculty Heads of Departments, specialist support managers, and other relevant staff, to support the CMM service and address operational matters. Participate in internal activities as required, and communicate the Institute's strategic directions, representing the views of both the Office for Industry Engagement.

External Communication Requirements

- 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 the CMM service.
- Participate in external activities as required, representing the views of the Office for Industry engagement specifically, and the Institute generally, in a range of government and industry contexts.
- Develop and maintain appropriate networks within the Vocational Education and Training (VET) and Higher Education (HE) sectors including:
 - State government agencies and regulatory authorities
 - Service Skills Organisations
 - Higher Education providers
 - public and private Registered Training Organisations (RTOs), teacher networks and relevant industry organisations
 - Project Steering Committee representatives
 - other CMM services and support staff, industry reference committees and relevant Industry Advisory Groups and Associations
 - 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

1. With the Manager, ensure all CMM and related projects are completed in accordance with Higher Education and Skills (HES) specifications and the requirements of relevant industry stakeholders.
2. Support the Manager in the achievement of CMM Service deliverables and HES key performance indicators.
3. Assist in the completion of Victorian Purchasing Guides, and in the maintenance of HES (Crown Copyright) curricula, within specified timeframes.
4. Prepare written documentation appropriate to the needs of a range of stakeholders including external contractual requirements, accredited course development, training product analysis and Victorian Purchasing Guide development.
5. Liaise with, and provide timely and accurate advice to, registered training organisations, teacher networks and other VET industry groups and stakeholders.
6. Liaise with government, industry and other stakeholders to provide advice on current issues and trends related to training and assessment in the building industry sector.
7. Provide high level customer service and advice to CMM stakeholders including government and regulatory agencies.
8. Research and prepare written submissions, required reports and other documentation in accordance with regulatory guidelines and standards.
9. Design, layout and produce high quality and accurate professional documentation in a timely manner.
10. Provide high level project management support including:
 - travel and accommodation arrangements

Qualifications

- minute taking, organising and scheduling meetings and facilitating communication requirements
 - developing and formatting documents and presentations.
11. Comply with Holmesglen policies, procedures and processes, and applicable legislative and regulatory requirements, and contribute to the ongoing improvement of systems and processes.
 12. Support the Institute's Strategic Plan and Vision and work to ensure that all activities align to the Institute's commitment to quality.
 13. Act in accordance with Holmesglen Safety policies and procedures, including Child Safety Standards, to ensure that departmental operations comply with Occupational Health and Safety legislation.

Minimum

Degree qualifications in a field which supports the functioning of the position

Preferred

- Certificate IV in Training and Assessment -TAE 40116 or equivalent.
- An approved course of adult teacher training accredited at Australian Qualifications Framework (AQF) Level 5 or above with studies in adult learning methodology and in teaching in a Vocational Education environment

Knowledge

- Understanding of:
 - the Australian VET sector generally, and a comprehensive understanding of current issues and developments in Victorian vocational education and training
 - competency-based training workplace assessment and recognition of prior learning (RPL)
 - education and training documentation including curricula, training packages and training needs assessments
 - the relationship between competency standards, curriculum and training packages.
- Understanding and application of the legal and regulatory requirements of the VET environment.
- Knowledge of the Standards for Registered Training Organisations (RTOs) 2015 and other relevant regulatory standards, including associated compliance requirements and the development and maintenance of compliant assessment tools and learning resources.
- Experience in and/or knowledge of the following:
 - training package development processes, policies and standards
 - implementation of training packages
 - curriculum and course development and accreditation processes.
- Familiarity of equal opportunity and equal employment opportunity policies and principles.

Experience

- Working in the Australian VET sector including the preparation of curriculum documentation, training package development and related documents, as well as learning resource materials.
- Experience in:

Skills

- the application of project management methodologies, techniques and standards including the use of project management software and time management tools
- curriculum and educational research development including collating, analysing and interpreting research data
- working collaboratively and proactively with a range of internal and external stakeholders.
- Training/experience in the conduct of training needs analysis, preparation of curriculum, course development and accreditation would be an advantage.
- Proven verbal and written communication skills, and well-developed interpersonal skills including the ability to interact and liaise effectively with a diverse range of people.
- Organisational and administrative skills, and proven time management skills, with a demonstrated ability to meet deadlines, achieve goals and work concurrently on multiple tasks in an environment of competing demands.
- Well-developed analytical, evaluative and problem-solving skills with a capacity to research, collate and convey data, information, and research results.
- Ability to:
 - develop and implement new and innovative assessment tools, learning resources and related educational products
 - unpack and interpret units of competency from VET training packages and accredited curriculum
 - analyse assessment tools and learning resources against requirements of training packages and accredited curricula criteria
 - to facilitate quality assurance and compliance validation, including proof-reading and editing, in the development of curricula and educational tools and resources
 - coordinate workflow, prioritise work tasks effectively and achieve goals while maintaining a high level of accuracy and attention to detail
 - problem solve and provide authoritative advice and decisions based upon established operational practices, professional standards, policies and procedures within a VET setting
 - be proactive, function autonomously, work independently and/or coordinate work effectively and collaboratively in a team environment.
- Technical competence in the use of the MS Office products, internet-based software applications and database/project management software. Skills in the use of desktop publishing software for the preparation of high-quality documentation is required.

Key Selection Criteria

- In addition to qualification requirements the incumbent will have:
1. Proven organisational, knowledge management and time management skills, with a demonstrated ability to meet deadlines, achieve goals and to work concurrently on, and prioritise, multiple tasks and competing work demands
 2. Knowledge of national and state policy as it pertains to the national skills agenda including experience working with curriculum and training packages in the VET sector.

3. Knowledge of national training packages, accredited courses and Victorian purchasing guides and experience in the development of documentation related to course and learning resource development.
4. Project administration and management skills and a demonstrated ability to undertake research, analyse data and formulate briefings within a VET context.
5. Strong communication and interpersonal skills and stakeholder management skills, including dealing with industry and education providers in a complex political and industrial environment
6. Ability to communicate, to convey and elicit information effectively, and to develop cooperative working relationships with diverse stakeholders and working parties internally and externally to the Institute.

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.
- All employees must provide evidence of COVID-19 vaccination status.
- Due to the nature of the position, there may be a requirement to accommodate flexible working hours and attendance requirements. Occasional travel within Australia or overseas may be required.
- 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 current Victorian Employee Working with Children check.
- Holmesglen cultivates a workforce that embraces and values student voice and partnership.