

## Position Description

<b>Position Title</b>	Teaching Education Manager– Building, Construction & Smart Technologies
<b>Portfolio</b>	Education
<b>Division</b>	Building, Construction and Smart Technologies
<b>Department/Cost Centre</b>	Building, Construction and Smart Technologies - 01900
<b>Classification</b>	Education Manager 2
<b>Position Number/s</b>	102653, 102654, 102655, 102656
<b>Reporting to</b>	Head of Building, Construction and Smart Technologies
<b>Supervises</b>	Teachers and Administration Officers

### Who is South West TAFE?

South West TAFE is an education hub with a difference. We bring innovative education and industry insider knowledge together to power talent for tomorrow.

To better meet the demands of the fast-paced world of 21st Century business, our courses are designed by industry and taught by professionals.

With over 150 courses on offer, we are well suited to provide quality hands-on training across the major business sectors. Plus, our teachers, training facilities, support services and direct links with industry are second to none.

Our campuses are located throughout the southwest Victoria region, including Warrnambool, Hamilton, Portland, Colac and Sherwood Park with a further delivery site at Glenormiston.

Our **Ambition** – Education that Creates a lifetime of opportunity for all.

Our **Purpose** – We provide accessible and equitable training and education opportunities that enable our students, industry partners and communities to flourish.

Our **Values** are:

- **Integrity & Impartiality** - We are transparent and ethical in all that we do, every day
- **Respect & Human Rights** - We demonstrate trust, understanding and embrace diversity
- **Leadership** - We will be forward thinking, collaborative and inspirational
- **Accountability** - We take ownership of our actions and deliver on our promises
- **Responsiveness** - We will deliver and respond with care.

### Division Overview

South West TAFE has four main campuses spread across the southwest Victoria region at Hamilton, Portland, Colac and Warrnambool. The Warrnambool Campus is complemented by a training facility east of the city at Sherwood Park (adjacent to Deakin University). The Institute offers studies through regional secondary schools and courses through regional adult learning centres. Programs are also offered through off-campus studies with program delivery interstate and internationally.

The Division of Building Construction & Smart Technologies is responsible for the delivery of Traditional Trade programs which incorporates Building Construction, Automotive, Electrical and Plumbing.

The Division has staff based at Warrnambool, Portland, Hamilton, Sherwood Park and remote site locations. Programs are also delivered in other regions, including interstate and internationally.

### Position Overview (Your Opportunity)

As a leader within the organisational structure, the Teaching Education Manager is an experienced educational professional who provides support to the Division Head and leads, motivates and supervises a team of professional teaching and non-teaching staff.

The position is responsible for encouraging educational excellence in the development and delivery of programs and educational services across the Division's teaching areas. The role is responsible for a number of courses and programs including pre-apprenticeship, Vocational Education and Training in Schools (VETiS), apprenticeship and post trade programs.

As an integral part of the operations of the Division, the Teaching Education Manager may have a teaching allocation requiring teaching knowledge and expertise in at least one of the Division's specialist teaching areas. Vocational qualifications, industry expertise and relevant skills would determine the appropriate programs for delivery.

The role of a Teaching Manager resides within one or a combination of the following streams;

- Teaching
- Industry Consultancy
- Curriculum and Project Design
- Management

### Key Accountabilities

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All South West TAFE staff are required to act and work in the best interest of the organisation, as such every staff member has accountabilities to uphold for both their position and the wider organisation,

These accountabilities include but are not limited to:

#### ***Your Position***

- Displays significant initiative, sound judgment and reliable leadership at all times in carrying out the requirements of the position
- Provides a high level of accountability in the achievement of SWTAFE educational and business objectives as they relate to the Division's operations
- Demonstrates a high level of theoretical, educational and operational knowledge in all professional interactions both within, and external to SWTAFE
- Clearly defines role expectations, monitors performance, provides timely and constructive feedback and facilitates student development
- Requires the ability to deal with sensitive and confidential information, as well as the ability to use initiative to identify appropriate and relevant solutions to identified issues
- Effectively manage the human resource management and supervision of staff to lead, motivate and monitor staff, including the conduct of performance management reviews, and professional development, to ensure optimum performance within a team environment
- Utilises a professional body of knowledge to determine strategies and programs to facilitate the delivery of superior programs and services to client groups
- Competently utilise a variety of systems processes and sources to gather information to gain deeper understanding of the industry (as relevant to area of role)
- Develops and manages complex budgets and negotiates for resources annually
- 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
- With the Manager, assume responsibility for the achievement of the business objectives as identified in the SWTAFE strategy
- Liaise with specialist Support Managers and other relevant staff to report across SWTAFE
- The Teaching Manager may undertake a teaching load as negotiated in consultation with their direct Manager
- Develop professional skills and abilities of self and staff to ensure there is ongoing capacity to ensure student, educational and organisational goals are achieved
- Where required, attend relevant SWTAFE and industry events
- Manage student retention, risk and financial impacts on agreed delivery plan
- Proactively manage staff leave liability to minimise risk to the organisation

## **Your Organisation**

- Recognise areas in which guidance and support is required from the Manager and seek appropriate assistance
- Keep up to date with relevant industry information and best practice
- Comply with internal policies and procedures including the Code of Conduct
- Demonstrate the organisational values on a daily basis and proactively seek to maintain a healthy and safe work environment
- Commit to access and equity principles in carrying out work functions
- Actively participate in the organisation's Achievement Development Programme (ADP)

This position description describes in general terms the normal duties which the position is expected to undertake. However, the duties described may vary or be amended from time to time without changing the level of responsibility.

## **Key Selection Criteria (Key to Success)**

Successful candidate will demonstrate the best combination of the following characteristics;

- A thorough understanding and demonstrated extensive experience in the VET system, including its governance, structures and operations, along with knowledge of industry training requirements for the TAFE sector generally and compliance and reporting requirements in particular
- 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; a demonstrated ability to supervise, lead and motivate a team of professional staff is considered essential
- Proven experience as an educator in a leading role that has driven organisation change and educational redesign or innovative ideas in the context of educational delivery
- Demonstrated ability to promote, design and implement accredited and non-accredited courses and delivery models to meet regional and state training opportunities
- Proven record in implementing and supporting flexible and innovative approaches to teaching and learning, including the use of new technologies and online learning management systems
- A high level of interpersonal and written and verbal communication skills including the ability to establish strong links with business and regional agencies; as well as the ability to negotiate effectively and work through issues constructively with staff, students and relevant stakeholders

## **Qualifications and Requirements**

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### *Mandatory requirements*

- An approved degree, advanced diploma or diploma, certificate or approved equivalent qualifications with relevant industry experience and the ability to demonstrate currency in the vocational workplace competencies and verification of management experience
- An approved course of teacher training accredited at Australian Qualifications Framework (AQF) Level 6 or above that clearly evidences:
  - 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 practicumand with a minimum 4 years teaching experience and a minimum 2 years relevant vocational experience
- An AQF4 vocational teaching qualification Certificate IV in Training and Assessment TAE40116
- Employee Victorian Working with Children and satisfactory Police Check

### *Highly desirable requirements*

- A relevant management qualification or commitment to undertake a qualification in management and leadership
- Substantial experience using Microsoft Office products and relevant industry software and programs

### Additional Information

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- South West TAFE supports Equal Employment Opportunity and actively encourages Indigenous applicants to apply
- South West TAFE promotes the safety, wellbeing and inclusion of all children including those with a disability
- Position, requirements, classification skill level required and conditions in accordance with Victorian TAFE Teaching Staff Agreement 2018
- Statements included in this Position Description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all inclusive.
- SWTAFE may alter this Position Description if and when the need arises to best suit the operation requirements of the position.
- Any member of SWTAFE may be required to work at any site dependent upon business needs

	Authority level	Name	Date
Prepared by	Recruiting/Hiring Manager		
Approved by	Department Executive Manager		
P&C review	People & Culture		
Agreed by	Incumbent		