

Position Description

Position Title	Learning and Assessment Specialist - Quality and Innovation
Portfolio	Education
Division	Teaching Quality Centre
Department/Cost Centre	Teaching Quality Centre - 05600
Classification	Teaching Staff L1 - L3 (dependent on qualifications and experience)
Position Number/s	101950
Reporting to	Manager – Teaching Quality Centre
Supervises	Nil

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 in Warrnambool, Portland, Hamilton and Colac, with facilities and services set to expand as the region grows.

Our **Ambition** is to provide future focused education that creates a lifetime of opportunity and employability. Our **Purpose** is to deliver a modern and fresh approach to helping generations develop the skills they need for the futures they aspire to.

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

The Teaching Quality Centre (TQC) supports and oversees SWTAFEs wide education and program development; and quality functions in support of the four Education Divisions. The portfolio is also responsible for strategic projects within the SWTAFE focus on innovation and meeting regional needs through the growth and diversification of SWTAFEs programs and revenue streams.

The Teaching Quality Centre is an underpinning support service for the Teaching Divisions and their educational staff. It comprises specialist staff with expertise course planning and development and ability to lead the management of SWTAFE scope of registration. It is also tasked with ensuring SWTAFE educational programs are innovative, high quality and meet all applicable regulatory standards. The team also leads innovation in learning resource design and has a lead role in the ongoing development of teacher skills. Major objectives are supporting teaching redesign and renewal, including the development of flexible, online and blended learning; student focused andragogy models; and effective and equitable learning experiences for all students.

The TQC is a key driver and leader of change management and the cultivation of organisational values that supports a strong teacher and client support culture, and continuous improvement across all campus sites.

The TQC provides support and leadership as needed in the preparation and implementation of various educational and professional development projects. These can include Workforce Training Innovation Fund (WTIF) projects purposed to create industry workforce solutions to enhance workplace productivity, and recognising the need for industry and training providers to work together. Other projects include those funded under the Regional and Specialist Training Fund (RSTF); and a number of organisational capability development projects. The portfolio works closely with the Teaching Divisions and other internal stakeholders such as the Academic Registrar and Audit and Risk Manager to maintain a quality approach to SWTAFEs teaching and learning practice

Position Overview (Your Opportunity)

The Learning and Assessment Specialist is an experienced educational professional who provides support to the Teaching Divisions with responsibility for ensuring educational excellence in the development and delivery of innovative educational programs and services; as well as leading and motivating professional teaching staff in their adoption of 21st Century learning technologies. Innovation is essential to new design thinking for future courses and to create opportunities for government recognition (funding opportunities/acknowledgement).

The Learning and Assessment Specialist is responsible for supporting projects and initiatives that will increase SWTAFE capacity to deliver learning to the community at a time, pace and place of their choosing through:

- Advising on learning delivery design for projects across SWTAFE
- Authoritative advice and support with blended and flexible delivery course design, including SMART classrooms, video conferencing, online learning, off campus/workplace-based learning and RPL
- Supporting online educational offerings that enhance the standing of SWTAFE in the online education space
- Monitoring quality standards and providing assistance in course design, resource development, interactivity and user accessibility
- Development of learner information and orientation programs regarding access and use of technology within courses including instructions and templates to assist with learning and assessment activities
- Supporting assessment validation processes of the teaching areas including assisting with rectification.

Key Accountabilities

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

- Provide operational support and advice to Teaching Managers, Senior Educators, managers, supervisors and other stakeholders across SWTAFE to ensure progressive educational delivery improvement and efficiency
- Lead the modern design, development, delivery and evaluation of innovative, customised, high quality and flexible vocational education and training programs, including on-campus, off-campus, and industry based
- Provide regular and accurate reports and updates on educational projects being managed to ensure that all performance criteria, agreed objectives and timelines are being met
- Provide specialist advice to Managers and other relevant staff across SWTAFE to deal with operational difficulties; and lead and negotiate proposed solutions related to current, emerging and new delivery models
- Provide leadership and expertise in the development of course learning and assessment resources across SWTAFE Divisions; including the use of technology within courses and associated instructions and templates to assist with learning
- Responsible for identifying, implementing and managing effective Risk and Project Management processes for assigned projects and activities
- Prepare and deliver formal presentations to various audiences and groups outlining designated project specifics including milestones, objectives, achievements and opportunities
- Maintain an awareness of trends and opportunities in education and training delivery and assessment by appropriate networking and professional development activities and share with other internal stakeholders
- Establish and maintain internal and external networks with key partners and stakeholders to help drive project outcomes and lead project stakeholders to ensure deliverables are met on time and to the appropriate standard
- Lead and undertake additional special initiatives as projects as directed by the manager Teaching Quality Centre
- Provide leadership and operational support to the SWTAFE teaching staff through change processes in educational initiatives and sector initiatives
- 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

Your Organisation

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

- Demonstrated extensive teaching, coordination and administrative experience in a large educational setting, along with a knowledge of industry training requirements for the vocational education and training sector
- Proven experience as an educator that has driven educational redesign or innovative ideas and overcome obstacles and barriers to continuous improvement in the context of educational delivery and assessment
- Demonstrated ability to redesign educational programs, delivery models and assessment processes and a proven record in implementing and supporting flexible and innovative approaches to teaching and learning, including the use of new technologies
- A highly developed knowledge of current issues and developments in the vocational education and training (VET) sector and the implications for TAFEs.
- A high level of interpersonal 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
- A high level of written communication skills including producing reports which are easy to read and understand and which clearly convey the information required.
- Substantial experience using Microsoft Office products; relevant educational software and applications; and learning technologies including contemporary learning management systems.

Qualifications and Requirements

Mandatory requirements

- An approved degree, advanced diploma or diploma or approved equivalent qualifications in education with industry/administration experience
- A minimum of three years teaching experience in the vocational education sector including some coordination or administration experience during this time
- Employee Victorian Working with Children and satisfactory Police Check

Highly desirable requirements

- A current AQF 4 Certificate IV in Training and Assessment or willingness to upgrade this qualification

Additional Information

- 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
- 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		