

<b>Position Title</b>	Head of Programs - Warrnambool Tech School
<b>Portfolio</b>	Corporate Services
<b>Division</b>	Tech School Project
<b>Department/Cost Centre</b>	Tech School Project - 03110
<b>Classification</b>	Common Law
<b>Position Number/s</b>	102790
<b>Reporting to</b>	Director - Warrnambool Tech School
<b>Supervises</b>	NIL

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### 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** – 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.

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### Division Overview

The Warrnambool Tech School is a State Government key initiative in establishing Victoria as the Education State, where all Victorians can access high-quality education and training, regardless of their background, circumstances or postcode. As a centre of science, technology, engineering and mathematics (STEM) excellence, the Warrnambool Tech School will engage students from 26 partner schools in a high-tech learning environment that connects schools and industry in contemporary learning programs that challenge students to solve problems in a real-world context.

Programs focus on preparing students for a changing world, strengthening employability skills and linking the focus of secondary education to growing industries within the region as well as giving students a taste of higher education and potential career pathways.

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### Position Overview (Your Opportunity)

This position will lead and manage the development of project based and leading-edge STEM programs delivered by the Warrnambool Tech School to be accessed by secondary schools in the region. This will require the incumbent to engage with industry, partner schools and key stakeholders to create and deliver innovative technology rich learning programs with high levels of support for integration into classrooms and in building STEM capabilities within partner schools.

The incumbent is a key member of the leadership team, supporting the Director to implement the strategic plan to realise the vision of the Warrnambool Tech School. They will be required to drive innovative program development, manage staff, and assist in generating business growth.

Partnering with the Director, the Head of Programs contributes to the overall strategic vision and direction of the Warrnambool Tech School and ensures the delivery of these strategic priorities.

The Head of Programs is responsible for overseeing all current program models ensuring they remain contemporary and relevant for all partner schools.

The Head of Programs is responsible in leading the Warrnambool Tech School Teacher Professional Development Programs providing opportunities for partner school teachers to build confidence and develop skills in using emerging technologies within an applied learning setting.

The Head of Programs is also responsible for driving the development of new leading-edge STEM programs aligned to the Victorian Curriculum. The position will influence the development of new programs aligned with the emerging trends in Education, Industry and the local community.

The Head of Programs will drive the integration of existing and emerging technologies across all program models.

### **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**

- Operate as a principal authority in STEM, program development and possess a deep understanding of the Victorian Curriculum.
- Lead and manage the development and delivery of leading-edge STEM programs and events that support the strategic plan and vision of the Tech School. This includes design, documentation and evaluation of innovative learning programs using emerging technologies linked to local industries
- In collaboration with the Director, ensure the Warrnambool Tech School has a vibrant and dynamic offering aligned to the needs of industry, community and school-based partners.
- Drive the integration of Tech School programs delivered on-site and off-site into partner school's curriculum.
- Investigate, develop and manage STEM and technology related professional development for teachers from partner schools, SWTAFE and other key stakeholders.
- In collaboration with the Director, maintain strategic relationships, alliances and partnerships with key stakeholders to promote the vision and goals of the Warrnambool Tech School. This includes engaging with partner schools, STEM and technology networks, industry and community partners.
- Facilitate student and teacher STEM education programs and projects as needed. Inspire students' and strengthen their connection to learning by engaging them in holistic projects, using emerging technologies and applying skills and knowledge in collaboration with others. Model expert facilitation as well as providing coaching & mentoring.
- Oversee the development of new programs, including micro-credentialing courses in line with the strategic vision of the tech school.
- Manage the implementation of programs and courses into the online portal and learning management system.
- Stay abreast of emerging trends in education, industry and technology to help inform the ongoing development of programs.
- In collaboration with the Director, lead the planning, development, implementation and review of Warrnambool Tech School programs in line with organisational policies and procedures.
- Ensure all existing and new programs meet OHS & WHS requirements.
- In collaboration with the Director, contribute to the annual equipment funds application process required for new and existing programs, ensuring it aligns to the to the strategic vision of the tech school.
- In collaboration with the Director, coordinate the scheduling of programs annually and oversee the development of the annual program guide, ensuring it is accessible to all partner schools.
- Manage the development of the online portal, website, Learning Management System (LMS) and Customer Relationship Management (CRM).
- In collaboration with the Director, lead the planning, development, implementation and ongoing review of the Tech School operational policies and procedures.
- Ensure all are accountable for respect, equality and inclusion for student and employee experiences.

- Undertake the responsibilities of the position adhering to SWTAFE's policies, procedures and guidelines and legislative requirements.
- Other duties and projects as directed by SWTAFE within the scope of the position or qualifications and experience of the incumbent.
- Manage Stakeholder relationships such as Tech School employees, Department of Education, Partner School leadership & teachers, SWTAFE teachers and employees, community & industry partners.
- Deputise for the Director as required.

### **Your Organisation**

- Recognise areas in which guidance and support is required from the Director 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)**

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

- Evidence of leadership experience in an educational setting.
- Experience in the development, delivery and integration of innovative curriculum and learning programs, fostering collaboration and 'critical and creative thinking', using approaches that challenge existing practices in skills development and education.
- Experience in the development and delivery of STEM based programs, utilising innovative thinking and approaches that have challenged existing practices in skills development, applied learning, training methods and design-based learning.
- A deep understanding of the Victorian Curriculum and Applied Learning Principles.
- Highly developed communication and interpersonal skills. With experience and demonstrated ability to inspire, lead and mentor staff/facilitators.
- Ability to engage and build strong collaborative relationships with a range of key stakeholders
- Experience in influencing key stakeholders to overcome challenges and ensure positive progress.
- Expertise in using a range of emerging technologies and a high level of understanding in STEM practices with demonstrated skill in using technologies to achieve outcomes within applied learning in educational settings.
- Demonstrated ability to manage competing priorities and achieve deadlines.
- Ability to research and analyse data, write reports and conduct presentations to inform key stakeholders across a broad range of audiences as well as the preparation of sound advice that will influence, policy and procedures on matters affecting the Tech School.
- Ability to demonstrate SWTAFE's values and behaviours.

### **Qualifications and Requirements**

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#### *Mandatory requirements*

- A relevant qualification in a related field (e.g.; Teaching, IT, Advanced Manufacturing, Science); or an equivalent alternate combination of relevant knowledge, training, and/or experience leading to the development of programs linked to the Victorian Curriculum.
- Current Drivers Licence
- Employee Victorian Working with Children Clearance Assessment Notice and/or WWCC Card
- Satisfactory National Police Check (and renewable every 4 years)

#### *Highly desirable requirements*

- Undergraduate degree level qualifications or higher in STEM
- Experience leading teams in a service-focused environment, (preferably a government funded agency)
- Experience in an educational environment that includes learning technology, communications technology, learning systems and tools

## Position Description

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- 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 are committed to make diversity, equality and inclusion part of everything we do – from how we develop and deliver our courses, to how we build our diverse workforce. We actively encourage applicants from all backgrounds to apply
- South West TAFE is a child safe organisation focusing on the wellbeing and inclusion of children and young people
- Position, requirements, classification skill level required and conditions in accordance with South West Institute of TAFE (Specialist Staff) Enterprise Agreement 2021
- 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
<b>Prepared by</b>	Recruiting/Hiring Manager	Click here to enter text.	
<b>Approved by</b>	Department Executive Manager	Click here to enter text.	Click here to enter a date.
<b>P&amp;C review</b>	People & Culture		
<b>Agreed by</b>	Incumbent		