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| **Position Title** | Head Agriculture |
| **Portfolio** |  |
| **Division** | Education |
| **Department/Cost Centre** |  01851 |
| **Classification**  | Common Law 9.4 |
| **Position Number/'s** | TBA |
| **Reporting to** | Executive Manager - Education  |
| **Supervises** | Agriculture team members with department  |

**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** is to provide education that creates a lifetime of opportunity for all.

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 office of the Executive Manager – Education is responsible for working in collaboration with internal, industry and community stakeholders and partners, to establish exciting innovative and collaborative projects that aim to meet the current and emerging employment needs of the region. The education office leads the major teaching divisions and a wide range of strategic educational projects and initiatives.

The education portfolio liaises closely with industry, employers and our community; and works closely with the SWTAFE education departments to match the employment needs of the region with education and training solutions. The portfolio uses research from local, national and international reports to understand current and emerging employment and educational trends and use relevant data to support business case applications. The outcomes of this engagement and research are to be reported to the Executive Management Team, the SWTAFE Board and its relevant sub-committees, and relevant stakeholders across the region.

The Education Portfolio explores new ideas and solutions to enhance current and emerging workplace productivity; and on behalf of the Institute and our partners seek financial support from local, state and federally funded schemes through the submission of business case applications. It is the responsibility of the Education Portfolio to successfully manage approved projects and to support and guide teaching departments with appropriate project management, to ensure all projects are delivered on time, within budget and achieve the projects objectives.

At all times the portfolio aims to achieve best practice outcomes that can be shared across other industries and the TAFE network.

**Position Overview (Your Opportunity)**

The Head Agriculture is a full-time role working within the Education Portfolio. It is a new and exciting position focussed on developing Glenormiston College into a state-of-the-art Agriculture Tech Skills Centre (ATSC). The new ATSC has six key goals:

* Identify, develop and deliver training and professional development to TAFE and secondary teachers on the use and application of existing and innovative agriculture technologies (ag tech) for use with their students.
* Become a central location for school and TAFE students to visit and experience a variety of ag tech and existing agriculture programs, or provide access to an innovative mobile learning experience
* Provide an applied research facility that can be used by industry partners, stakeholders and entrepreneurs to test and showcase new ag tech applications and research projects
* Creating a pipeline of future workers to the sector by engaging early with young and talented people.
* Manage and expand the agriculture programs across the south west and broader regions.
* Introduce new innovative agricultural courses to meet current and future industry needs

The Head of Agriculture will need to engage with a wide variety of internal and external industry and educational stakeholders within the region, and across Victoria to identify relevant skills and technologies that best support the agriculture sector. That work will also include negotiating the use of materials, resources or programs; site access; and working with other parties to acquire required services or licensed access to intellectual property. The Head of Agriculture will also work closely with instructional designers, subject matter and industry experts, and educators from TAFEs and schools to create learning and taster programs that inspire and engage young people with the sector, and promote future educational and vocational pathways across agriculture industries.

The Head of Agriculture will have excellent communication, stakeholder management and project management skills that can be applied within an educational and industry focus. The role has a high level of autonomy, and will need to explore and develop new ideas and solutions for workforce and productivity challenges in the agriculture sector that may be solved by current and emerging agriculture technologies; and be alert to potential local, state or federally funded opportunities.

While based in Glenormiston there will be times when required to attend or work from other campus locations (Hamilton, Colac etc), or at project partner sites.

The position and resources will be funded by Agriculture Workforce Capability project and the role will lead the project’s implementation and be responsible for its outcomes, including the development of non-accredited ag tech courses and school taster programs.

The outcomes of this engagement will be reported to the Agriculture Advisory Group, the Project’s Advisory Group, SWTAFE’s Key Project Control Group, as well as Executive, and other relevant stakeholders across the Institute and externally as required.

The position requires a highly experienced and innovative education and project manager with:

* Excellent initiative and judgement and outstanding time management and planning skills
* A strong understanding of the issues and challenges affecting the dairy, beef, sheep and horticulture sectors in south western Victoria, and the State more broadly
* The understanding, vision and drive to develop industry-focussed, flexible educational and training solutions for our industry partners
* Excellent people skills and the ability to engage, collaborate, negotiate and maintain relationships with diverse stakeholders and partners and to manage educators in the discipline.
* A strong business acumen and sound understanding of how intellectual property rights apply to information, images, videos and other learning resources
* A deep understanding of how training and education resources can be structured and developed for a given purpose
* The ability to identify, collect, collate, organise and summarise information into categories that align with the project’s goals and present it to key stakeholders

**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***

* Establish an Agriculture Advisory Group consisting of primary producers, ag tech suppliers, education and technology specialists to guide the type of programs needed to meet current and future industry ag tech needs
* Identify, review and any relevant current training and assessment resources that may be relevant to this project’s objectives
* Develop, explore and negotiate opportunities for sharing or collaboration of resources with other training providers, industry specialists, or higher education researchers
* Lead and manage the development of new training resources that align support identified industry ag tech skills and knowledge
* Lead the procurement of specialist equipment, training resources, industry expertise subject matter experts, instructional designers, and casual trainers and lecturers
* Work with key industry stakeholders including farmers, agri-businesses, ag tech developers and suppliers, and industry peak bodies to confirm and verify the suitability of future learning resources
* Work collaboratively with SWTAFE and external subject matter experts and instructional designers on what information and resources will be used for new programs that are developed and the review and feedback on proposed or acquired resources
* Develop and maintain an online 24/7 resource library that can be accessed by participating schools and TAFEs from across Victoria
* Manage and coordinate the delivery of a range of one- and two-day ag tech upskilling professional development

programs for TAFE and secondary agriculture teachers

Manage and coordinate the delivery of a range of ½ and one day ag tech taster programs for regional and metropolitan student experiences programs for TAFE and secondary agriculture teachers

* Lead the development of Glenormiston College as venue for future school group excursions and rural experience programs that promote pathways into agriculture courses and careers
* Manage the ag tech resources based and Glenormiston College and their availability to partner education and training providers
* Maintain a high level of stakeholder engagement throughout the life of the project ensuring appropriate, timely and consistent communication
* Prepare accurate and timely reports that provide information to the project control and advisory groups and stakeholders on progress against the research milestones and objectives of the project.
* Maintain a comprehensive knowledge of all relevant intellectual property issues that may apply to the access, use or licensing of third-party learning resources
* Follow Institute health and safety management policies, processes and culture to minimise risks to self and others.

***Your Organisation***

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

Key performance measures will be established and reviewed as part of the SWTAFE’s Performance Review and Development process.

The Head of Agriculture may be required to undertake other duties as requested and required by the Director from time to time. Accordingly, 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.

South West TAFE is a multi-campus institute and employees may be required to work from any campus location. There may be a requirement to be away overnight and to travel state-wide and/or interstate.

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)**

The successful candidate will demonstrate the best combination of the following characteristics:

* Demonstrated ability to engage directly and professionally with industry and other stakeholders to identify training solutions to meet current and emerging industry workforce needs; and pathways from secondary school to post-secondary education in agriculture.
* High level skills and knowledge to lead the design and creation of new learning resources and programs to meet specific industry needs and apply them
* A demonstrated track record of working with a high level of autonomy on complex education and applied research projects on time, within budget and in accordance with project objectives.
* High level organisational, interpersonal, written, verbal communication, negotiation and problems-solving skills.
* High level of experience in delivering and managing a variety of training programs for diverse cohort groups at on and off-site locations.

**Qualifications and Requirements**

*Mandatory requirements*

* A relevant degree appropriate to agriculture, natural sciences and technology, and/ or management
* An AQF IV or higher education and/or training qualification and experienced in training delivery
* Recent industry experience using or developing agriculture technologies
* Employee Victorian Working with Children and satisfactory Police Check
* Current Victorian Driver’s license

*Highly desirable requirements*

* Management experience

**Additional Information**

* South West TAFE supports Equal Employment Opportunity and actively encourages Indigenous applicants to apply
* South West TAFE promotes the safely, wellbeing and inclusion of all children including those with a disability
* 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.

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