

Position Title	Teaching Education Manager – Business, Food and Personal Services
Portfolio	Education
Division	Business Food and Personal Services
Department/Cost Centre	Business Food and Personal Services - 01870
Classification	Education Manager 1
Position Number/s	102594, 102190,101785
Reporting to	Head of Division – Business Food and Personal Services
Supervises	The Teaching Education Manager may have supervisory responsibility for a range of full time, part time and casual teachers and administrative staff across the division

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

The Division of Business, Food and Personal Services are responsible for the delivery of Business, Finance, Hair and Beauty, Massage, Cookery, Bakery, Hospitality, Meat Training and Information Technology programs across South West TAFE campuses. The division also manages one of South West TAFE’s training business arms, Pure Academy.

The division has staff based at Warrnambool, Portland, Hamilton and Colac; however, the division regularly conducts programs in other regions and may include international sites.

Position Overview (Your Opportunity)

As a leader within the organisation's organisational structure, the Teaching Education Manager is an experienced educational professional who provides support to the Head of Division 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 teaching areas, including delivery of skill sets, high risk and short courses. The role is responsible for a number of courses and is responsible for compliance reporting of these courses.

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.

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

- The Teaching Education Manager is a highly skilled educational leader with acknowledged excellence in academic leadership and a demonstrated ability to continue to develop the educational areas of responsibility
- 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 the organisation's 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 the Institute
- 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 Head of Division, 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 the organisation
- The Teaching Education Manager may undertake a teaching load as negotiated in consultation with their direct Manager
- 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 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 seek 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;

- 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

Mandatory requirements

- An approved degree, advanced diploma or diploma or approved equivalent qualifications with 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 practicum
 and 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
- Victorian drivers licence

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

- 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 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	Review	17/12/24
Agreed by	Employee		