



POSITION DESCRIPTION

Education Delivery Manager – Heavy Auto & Engineering

REPORTS TO

Senior Manager, Education Delivery

CLASSIFICATION

EM2

EDUCATION BUSINESS UNIT

Education Delivery, Heavy Auto & Engineering

LOCATION

Mildura & Swan Hill

ABOUT SUNITAFE

SuniTAFE is an award winning large provider of vocational education and training in north-west Victoria.

We are well positioned, with our campuses located in Mildura and Swan Hill, to orchestrate the continued delivery of excellent education and training in this region. We have experienced trainers, teachers and community providers offering qualification across a range of courses and customised skill set training covering multiple sectors relevant to the community and stakeholders.

OUR VALUES

SuniTAFE's values and behaviours ensure quality education outcomes by setting out the kind of organisation we are, what is important to us collectively, and how we work to achieve success.



POSITION SUMMARY

Under the broad direction of the Senior Manager, Education Delivery, the Education Delivery Manager is responsible for managing the delivery of accredited training at Australian Qualification Framework (AQF) level 1 up to 9, depending on the relevant qualifications/courses; ensuring high quality delivery and innovative educational practices. The Education Delivery Manager is accountable for leading a team of teaching staff to achieve team KPI's and quality teaching outcomes.

The Education Delivery Manager is responsible for understanding the PDP targets set with the Senior Manager, Education Delivery closely monitoring progress, setting teaching loads in line with the Award/Agreement and working closely with the Education Services teams to ensure the team has required resources to meet the PDP and result in quality outcomes for students. The Education Delivery Manager is required to exercise a high level of management and leadership skills in managing and coaching teachers to achieve and/or exceed student outcomes of their business unit.

KEY RESPONSIBILITIES

1. Lead, manage and coordinate program delivery:

- Direct and monitor the planning, organisation, delivery and assessment of the educational programs and resources.
- Promote industry engagement within the team to ensure strong industry and community relationships
- Manage teaching programs and resources within area of responsibility, including staff selection and resource allocation.
- Management of teachers including: teaching workloads, professional development, leave management including entry into the leave system, ensuring workloads are accurate and an efficient and effective use of skills and experience.
- Assign teaching duties and ensure workloads are accurate and efficient and within the parameters of the Award/Agreement on teaching conditions.
- Ensure staff workloads incorporate flexible models of delivery and utilise a variety of teaching methods to engage students of all diversities.
- Ensure appropriate use of resources, finance, safety and security for the business unit.
- Provide ongoing, regular and timely support to staff, including feedback, coaching and mentoring.
- Conduct annual and mid-year performance reviews for staff within the business unit in a timely relevant manner consistent with organisational requirements, providing staff with support and accountability.
- Establish and implement effective and timely communication strategies to ensure staff are kept informed of business activities and targets, achievements against the SuniTAFE Strategic Plan.
- Manage and resolve informal student complaints in accordance with SuniTAFE policies, procedures and practices.

2. Manage teaching programs, structures and procedures and quality compliance.

- Oversee and ensure that appropriate teaching, learning and assessment strategies are in place for all programs within the unit ensuring compliance with NVR, ASQA.
- Lead and manage staff to implement changes to address operational improvements and increased commercial activity.
- Engage and work closely when required with the Education Development Services Team (EDST) to ensure compliance across all units of delivery, encouraging and supporting teachers to assist the EDST.
- Ensure implementation and adherence to NVR and ASQA requirements are met by all teaching staff.
- Ensure the maintenance of classrooms and equipment in a safe working condition.

- Responsible for ensuring occupational health and safety, equal opportunity, facilities management, finance and industrial relations.

3. Assist and support in the implementation and monitoring of business growth plans as set out in the Institutes Strategic Plan.

- Assist the Senior Manager, Education Delivery with the development and monitoring of the strategic business plan on an annual basis.
- In consultation with Senior Manager, Education Delivery, identify and implement new models of delivery that maximise the potential to meet and exceed training targets.
- Deliver innovative work practices that streamline teaching processes to ensure most effective use of annual accountable time with a view to removing barriers for maximising staff performance and improving student/learner satisfaction.
- Promote a culture of maintaining and enhancing relationships with external stakeholders, industry and professional bodies.
- Lead and mentor unit staff to implement identified change within a positive framework, gaining staff acceptance and commitment to new processes and procedures as identified by the Senior Manager, Education Delivery.
- Ensure delivery against targets as determined for the calendar year, alerting the Senior Manager, Education Delivery of any variances or concerns with progress providing recommendations for alternative courses of action as appropriate.

4. Act in accordance with SuniTAFE values – Customer Focus, Business Acumen, Integrity and Innovation including:

- Provides exceptional customer service to all internal and external stakeholders of the Institute and ensures a positive first impression for Institute visitors at all times.
- Actively participates in all relevant training provided to assist in the implementation of new systems or processes across the Institute.
- Actively participate in the Institute's annual Workplan and Performance Review process.
- Participate in all team-based activities and meetings within the Business Unit, and attend Education Division and other meetings as required.
- Complies with OH&S and EEO legislation; and Environmental Sustainability Management by supporting the Institutes relevant Policy, Procedures and standard operating procedures applicable to your role.
- Ensure vocational qualifications are maintained at an appropriate level and currency to match teaching requirements, teacher /trainer/assessor qualifications meet the standard for RTO requirements, and industrial experience currency meets training package requirements.
- Undertake further courses of study, annual OH&S, EEO, Cultural Diversity and/or identified mandatory professional development programs or training relevant to the position as necessary.
- Ensure compliance with SuniTAFE's Staff Code of Conduct, Child Safety Policy and Child Safety Procedures at all time.
- Report to work as scheduled with a willingness to work flexible hours according to business needs.
- Demonstrate a willingness to adopt change and new initiatives.
- Represent the Institute professionally at all times.

- Complete other allocated duties, not specifically mentioned in this document, but within the capacity, qualifications and experience normally expected from persons occupying positions at this classification.
- Actively promotes and encourages a service culture within the team.
- Communicates any opportunities to improve service delivery and make recommendations on steps to make agreed improvements.
- Actively encourages and promotes effective communication and strong working relationships within the team / Institute.
- Actively prevent fraud and corruption.

SKILLS AND ATTRIBUTES

- Commercial Acumen: the ability to see the big picture and link to business plans. Decision making skills that demonstrate a strong understanding of the ultimate goal/outcome. Ability to take action as required.
- Delegation Skills: the ability to know when a matter should be passed to a team member or other department.
- Technical skills: Demonstrates strong skill in teaching delivery and can translate that into achieving unit goals.
- Communication Skills: Ability to relate to and engage key stakeholders and collaborate with multiple areas of the business to achieve goals.
- Continuous Improvement: Ability to reflect on actions taken and apply lessons learnt.
- Change Management: Ability to use an enquiring mindset to understand and accept new processes and be able to influence other to accept change and take them along the journey.
- Accountability: Ability to hold oneself responsible for actions taken and expect the same of team members.
- Humanistic skills: The ability to understand and influence people, to hold people to account whilst supporting them to achieve outcomes.
- Resilience: Ability to adapt well in the face of adversity and change. Ability to give and receive honest and constructive feedback.
- Integrity: Do what you say you will do. Commits to agreed actions. No surprises.
- Empathy: Ability to connect to others by demonstrating kindness, curiosity, compassion and listening to build strong trusting relationships that result in success.
- Optimistic: Implement a sense of fun into the work and bring a positive outlook and attitude to teams.
- Drive: Ability to energise and motivate self and others to achieve goals.
- Resourcefulness: Ability to achieve desired outcomes when not all of the necessary inputs are immediately available.
- Challenging mind: ability to view barriers as an opportunity to increase knowledge and resources. Ability to foresee what is coming at both an operational and strategic level. Challenges the status quo to work towards continual improvement.

ORGANISATIONAL RELATIONSHIPS

Subordinates	Key contacts	
Nil	Internal	External
	<ul style="list-style-type: none"> • Education Delivery Managers • Manager Student Administration • Education Development Support Team • Human Resource Services • Marketing 	<ul style="list-style-type: none"> • Schools • Universities • Industry • Government Agencies • Other stakeholders

KEY SELECTION CRITERIA

- A VET teaching qualification at AQF Level 6 or above that meets the requirements of the Victorian TAFE Teaching Staff Multi Enterprise Agreement 2018 is a requirement of this position.
- Demonstrated leadership skills in alignment with SuniTAFE Values.
- Ability to lead, motivate and manage a team.
- Significant experience teaching in the VET sector
- Experience in teaching in the assigned portfolio areas.

The successful candidate will be required to provide:

- *A successful criminal record check which is less than 6 months old; and*
- *A working with children check*

ADDITIONAL INFORMATION

- SuniTAFE supports Equal Employment Opportunity and actively encourages Indigenous applicants to apply.
- SuniTAFE promotes the safety, wellbeing and inclusion of all children including those with a disability.
- Incumbents' salary classifications are assessed in line with the Victorian TAFE Teaching Staff Agreement MEA, taking into account vocational experience, vocation qualifications and educational qualifications recognised by the MEA.