	JOB DESCRIPTION Cookery Coordinator
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Classification Level:	Education Manager 1	Position Number:	
Location:	555 Latrobe Street, Melbourne	Appointment Type:	Full Time
Work Area:	Centre for Food Trades and Culinary Arts		

INSTITUTE CONTEXT

William Angliss Institute is the Government endorsed specialist training provider for the foods, tourism, hospitality and events industries and is recognised as Australia's leading provider of training for these key industry sectors. The Institute aims to provide excellent vocational education and training services for industry, students and government in Victoria, Australia and internationally.

Programs offered by William Angliss Institute range from one-day courses and weekend industry training, through to apprenticeships, nationally recognised certificates and two-year full-time advanced diploma programs. Specialist degree programs extend the Institute's portfolio to provide higher level business and management education. Close links with industry and continuing innovation in the delivery of services ensure the relevance of programs to today's workplace.

JOB PURPOSE

The Cookery Coordinator is accountable for assisting the Institute to achieve its objectives by managing the delivery of government subsidised programs and fee for service quality education and training in accordance with the vocational education and training quality Standards for Registered Training Organisations 2015 (SRT0).

The Cookery Coordinator is also responsible to provide leadership and assistance to teachers in developing resources and assessment tools to support this delivery and for developing and maintaining relationships with industry and key government bodies.

The successful applicant will be required to work as a team leader and teach within the Centre for Food Trades and Culinary Arts_Department and service areas.

PRIMARY OBJECTIVES OF THE JOB

The primary objectives of this position are to:

- Provide excellent leadership to a team of teachers for the benefit of students, their employers and industry.
- Actively maintain and share current personal knowledge and skills in vocational industry practice and teaching/ pedagogy.
- Participate in the Institute's quality system, which is based on the Standards for Registered Training Organisations 2015 (SRT0) by maintaining familiarity with the overall standards and the requirements of the relevant regulatory authorities.
- Comply with the legal requirements, expressed through the Institute policies and procedures, applicable to teaching and assessing at William Angliss Institute.
- Enhance the reputation of William Angliss Institute by behaving in a professional and ethical manner in all situations.

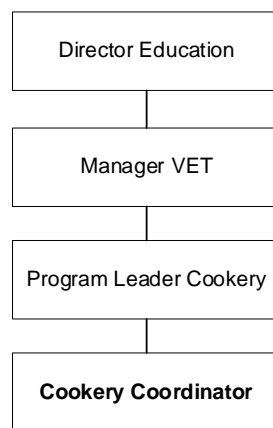
- Actively contribute to the development of operational plans within the teaching program to achieve Institute strategic goals.
- Carry out administrative duties relating to the role of a teacher.
- Comply with the Institute and Public Sector Code of Conduct, Occupational Health and Safety Policy and Procedures, Child Safe Policy and Procedures, Diversity, Access and Equity Policy and any other relevant legislation, policy, procedures or practices.

REPORTING & WORKING RELATIONSHIPS

As a member of the Centre for Food Trades and Culinary Arts Department, the position will report directly to the Program Leader Cookery and will have a network of working relationships with other managers, coordinators, teachers and administrative staff.

Immediate Supervisor: Program Leader Cookery
 Manager: Manager Vocational Education and Training (VET)
 Director: Director Education
 CEO: William Angliss Institute of TAFE

The Manager VET Department is responsible for leading the VET team, management and coordination of both government funded and fee for service delivery. The position's manager reports to the Director Education.



In addition to the primary purpose and objectives of the position listed above and those specified for a Teacher Classification in the Victorian TAFE Teaching Staff Agreement 2018, the requirements and typical functions of positions at Education Manager Level 1 (EM1) previously Senior Educator 2 (SE2) are consistent with the following:

TYPICAL FUNCTIONS

- Lead the design, development, delivery and evaluation of innovative, customised, high quality vocational education and training responses for identified students and clients.
- Manage recruitment and selection of staff.
- Manage induction process.
- Provide support and mentoring to team.
- Assist staff to identify professional development opportunities.
- Provide staff coaching and counselling.
- Propose and implement a range of programs/courses for future delivery together with other Education Managers and Teachers.
- Examine and make recommendations on alternative flexible delivery strategies.
- Initiate project development.
- Provide advice on improvements to records management systems.

JUDGEMENT AND ACCOUNTABILITY

- Well-developed problem solving skills.
- Manage resources and a team of staff providing services to students/commercial clients.
- Manage a functional or specialist area of delivery.
- Ability to lead and manage teaching programs.
- Operate within operational autonomy.
- Manage a budget.
- Provide necessary resources for program maintenance and development.
- Advise on cost effective delivery strategies.
- Undertake responsibility for tenders and submissions.
- Coordinate staffing and resources across a number of campuses within a discipline area and/or external to the institute,

ORGANISATIONAL RELATIONSHIPS AND IMPACT

- Develop institute-wide educational and administrative policies and procedures.
- Negotiate for internal and external resources.
- Play an active role in establishing and enhancing links with the greater community to further education in practice.
- Enable the efficient integration of delivery strategies across departmental boundaries.

SPECIALIST SKILLS & KNOWLEDGE

- Knowledge of conflict resolution skills.
- Knowledge of negotiation strategies.
- Demonstrated highly developed teaching skills.
- Extensive knowledge and demonstrated skill of at least one teaching area.
- Demonstrated understanding of the application of the full range of teaching methodologies, techniques and standards appropriate to subject areas within management/leadership role.
- Keep abreast of and advise on current and emerging education trends.
- Develop effective processes for the evaluation and validation of programs, systems and structures within or external to TAFE.
- Develop and maintain quality control systems.
- Apply research, analytical and innovative skills.
- Apply extensive knowledge and experience in specialist expertise area/s.

Corporate requirements of the position include:

- Contribute to the application of good people management practices within the worksite by complying with related policies/procedures and guidelines.
- Contribute to the occupational health, safety and welfare of Institute staff, students and members of the public by complying with approved and established safe working procedures and OH&S policies and legislation.
- Contribute to the protection of children by complying with Child Safe policies, procedures and legislation including responding to student concerns of child abuse and reporting suspected child abuse.
- Meet the requirements of the institutes policies and procedures, its operational systems, and legislative requirements related to teaching at William Angliss.
- Support the Institute's Performance Agreement with Higher Education and Skills Group (HESG) by gaining Information Communication Technology (ICT) competency, and to assist the Institute to meet its aims in relation to flexible, innovative training delivery.
- Be familiar and ensure compliance with the relevant state and territory Vocational Educational and Training (VET) Government Funding Contract at all times by meeting contractual requirements of the Contract(s) and ensuring all staff are aware of their responsibilities mandated by the Contract(s). Ensure that internal and external audit recommendations that relate to the relevant VET Government Funding Contract(s) are actioned and implemented on a timely basis and reported accordingly.

Notes:

- The incumbent can expect to be allocated duties not specifically mentioned in this document but within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.
- Specific performance targets will be negotiated as part of the Institute's regular performance planning and review process.

Specific Coordination Duties

Undertake a range of administrative, coordination and learning services/duties directly related to the cookery program. Duties may include but not limited to the following:

- Create and managing student/teacher timetables for current and future study periods and customised timetables, as needed.
- Assist the Program Leader to manage timetable changes and source teachers to cover classes when teachers are sick or unexpected leave.
- Assist the Program Leader to identify gaps in kitchen allocations and recommend solutions for filling those gaps to ensure maximisation of space allocation.
- Coordinate equipment procurement, allocation, maintenance and security for the unit kitchens.
- Maintain hand held equipment, utensils, bowls, crockery, etc. at correct levels and establish process to coordinate equipment levels for each kitchen and control to minimise loss.
- Manage security of all equipment.
- Conduct equipment audits at end of each term (as per equipment checklist).
- Liaise with Property & Procurement to maintain list of suppliers and contacts, obtain equipment quotes, place orders, and follow up on invoices.
- Liaise with maintenance team regarding repairs/replacements and their maintenance schedule in teaching downtime.
- Liaise with Property & Procurement on the installation and disposal of equipment.
- Conduct the Food Safety Supervisor duties for food trades and culinary arts teaching areas including conducting quarterly OHS hazard inspections, food safety inspections and temperature calibrations.
- Ensure all food safety requirements are managed and reported in accordance with the WAI food safety plan.
- Sit on OHS and Food Safety Committees.
- Assist training new chefs on kitchen use and SOPs for all equipment.
- Maintain 'red folders' in kitchens (all kitchens).
- Liaise with externals interested in kitchen hire.
- Ensure that all food safety requirements are followed & forms completed.
- Assist with Skills First and Quality audits.
- Undertaking ad hoc tasks as determined by the Program Leader and the Manager VET.

KEY SELECTION CRITERIA

- Applicants require an approved degree, diploma or certificate in a relevant vocational area or approved equivalent qualifications and approved industry experience.
- An approved course of teacher training accredited at Australian Qualifications Framework Level 6 which includes supervised teaching practice and studies in teaching methodology or equivalent and a Certificate IV Training and Assessment (TAE 40116).
- Demonstrated ability and experience to coordinate a team of teachers, to plan, teach and assess in a range of units in the Travel Tourism Hospitality training package or accredited curriculum, in the areas of Cookery (Certificate III and IV).
- Demonstrated ability to create timetables according to the Training and Assessment Framework (TAS) flow of program delivery and allocate teachers to unit delivery.
- Knowledge of industry trends in OHS and food safety in commercial and training kitchen environments.
- Ability to coordinate equipment procurement, allocation, maintenance and security for the unit kitchens.
- Ability to contribute to, and be a part of, the team working within the Cookery Department and ability to co-operate and communicate effectively with Institute staff, students and industry personnel.
- Demonstrated behaviours that align with the William Angliss Institute Values.

SPECIAL CONDITIONS

The successful candidate will be required to provide a current Police Check and a Working with Children Check (Employee) prior to commencement.

WILLIAM ANGLISS INSTITUTE STRATEGY 2021 - 2023

Statement of Vision: To be the first choice educational provider for foods, tourism, hospitality and events in Australia and internationally across locations in which we operate.

Statement of Mission: To deliver the highest quality specialist skills and educational programs to inspire and empower our students whilst adding value to our industry across all sectors and engaging with our diverse communities.

Business Strategy: To be the first choice provider for foods, tourism, hospitality and events education training and industry services.

To use differentiation, based on William Angliss Institute's specialist expertise, broad range of programs (vocational and higher education) and quality of facilities, our connection to the industry community and our corporate experience.

To grow in a manageable and profitable manner working to achieve the owner's target for financial sustainability.

STRATEGIC THEMES

William Angliss Institute has established a 10 year vision of its strategic priorities. In looking to 2030 the six strategic priorities are:

- Innovation and the Learning Experience
- Future Focused Knowledge and Skills
- Optimising International Opportunities
- Skills and Industry Partnerships
- Capability and Capacity
- Leading Facilities and Infrastructure

The 2021 - 2023 Strategic Plan sits within the 10 year planning horizon.

William Angliss Institute's Strategic Plan 2021 - 2023 seeks to support:

1. Education excellence
2. Enhancing Student Experiences
3. Partnerships
4. International Development
5. Innovation
6. Sustainability

INSTITUTE VALUES

Personal Responsibility:	accountable, responsive, with integrity, respect and impartiality and acknowledging human rights
Inspiration:	passionate, stimulating and optimistic
Empowerment:	nurturing, encouragement and challenging
Community:	sharing, partnership and connections
Expertise:	leadership, innovation and industry practice