

JOB DESCRIPTION

Education Quality Assurance Advisor

Classification Level:	Education Manager 1	Position Number:	
Location:	555 Latrobe Street Melbourne	Appointment Type:	Full Time
Work Area:	Corporate		

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.

The Quality Assurance and Risk Department is responsible for the strategic leadership of quality assurance, regulatory compliance management, audit, risk and insurance across both general organisational and education specific requirements. The Quality Assurance and Risk Department plays a key role in establishing quality frameworks and risk management systems to assist in driving quality outcomes, compliance and continuous process improvement and in strengthening a risk aware and responsive culture across the organisation.

JOB PURPOSE

The Education Quality Assurance Advisor is accountable for assisting the Institute to achieve its objectives by providing advisory services, oversight and process improvement for education quality, compliance, control systems and related training, to meet a range of educational regulatory frameworks and funding arrangements.

PRIMARY OBJECTIVES OF THE JOB

The primary objectives of this position are to:

- Provide leadership in driving education quality and compliance outcomes and fostering a quality focused and risk aware culture across the organisation.
- Maintain and enhance the Institute’s education quality assurance and compliance frameworks, systems and reporting to ensure they are operating effectively to manage education quality objectives and compliance requirements.
- Plan and undertake quality assurance reviews of education and related activities against relevant regulatory quality frameworks and engage with stakeholders in the implementation of associated continuous improvement plans.

- Partner with management and other internal stakeholders to provide guidance and training to ensure educational compliance requirements are understood and effectively managed

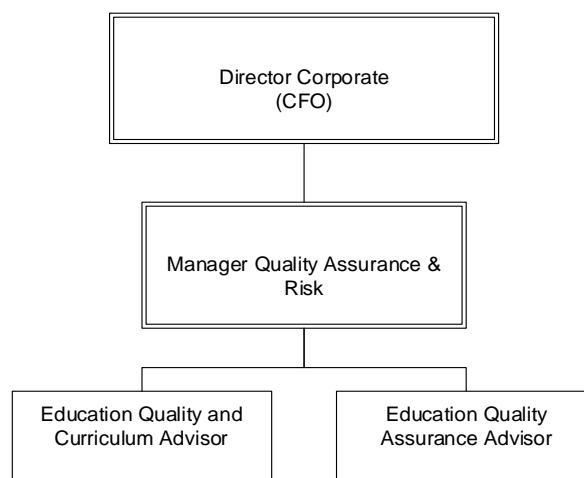
SPECIFIC DUTIES

- Undertake quality assurance reviews of education programs and related activities measuring risk, quality and compliance against existing controls, quality assurance frameworks and legislative requirements/standards applicable to VET and Higher Education
- Develop continuous improvement and risk treatment plans
- Prepare audit and other evidence based reports relevant to quality assurance and compliance performance as measured against a range of quality and risk indicators
- Prepare reports monitoring progress against continuous improvement initiatives and audit recommendations
- Assist in the co-ordination of external audits and associated requirements
- Identify and implement improvements to education quality assurance frameworks and associated reporting
- Provide advice, develop and deliver training programs for staff to ensure understanding of 'Standards for Registered Training Organisations 2015 (SRTOs)', the 'Threshold Standards 2021' and other education regulatory and procedural requirements
- Actively maintain and share current knowledge and skills in vocational and/or Higher Education industry practice, teaching/pedagogy and regulatory frameworks
- Manage the Institute's continuous improvement register
- Engage with a range of stakeholders in managing the deployment and analysis of student surveys

REPORTING & WORKING RELATIONSHIPS

As a member of the Quality Assurance & Risk Department, the position will report directly to the Manager Quality Assurance & Risk, and will have a network of working relationships with other managers, coordinators, teachers and administrative staff.

Manager: Manager Quality Assurance & Risk
 Director: Director Corporate (CFO)
 CEO: William Angliss Institute of TAFE



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 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.

KEY SELECTION CRITERIA

- Relevant qualifications at degree/postgraduate level
- 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
- A Certificate IV Training and Assessment (TAE40116) or equivalent is highly desirable.
- Strong experience in developing and effective utilisation of quality and continuous improvement frameworks and systems within a vocational/Higher Education environment
- Demonstrated experience in the delivery of quality assurance and/or audit programs within a vocational/Higher Education environment
- Strong understanding of the Vocational Education and Training (VET) and/or Higher Education (HE) sectors regulatory and compliance environment and ability to interpret and apply legislation and regulations
- Highly developed written communication skills, with a demonstrated ability to tailor approach for audience, intended purpose and impact
- Well-developed communication and stakeholder engagement skills that foster a positive and collegiate approach with other areas of the organisation.
- Effective negotiation and influencing skills to drive required outcomes pertaining to quality assurance and risk related activities
- Experience in training development and delivery
- A strong track record of driving process improvement and quality/compliance performance
- Demonstrated behaviours that align with the William Angliss Institute Values

SPECIAL CONDITIONS

- Provision and or willingness to obtain a Working with Children Check (employee) will be required prior to commencement. You will also be required to renew prior to expiry date of current check whilst employed by the Institute.
- Provision and or willingness to obtain a Police Check will be required prior to commencement and renewal every five years thereafter.

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