



POSITION DESCRIPTION

Program Leader International

Classification Level:	Education Manager Level 2	Position Number:	
Location:	Melbourne Campus Sydney Campus	Appointment Type:	Full Time Ongoing
Work Area:	VET and International Department		

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.

POSITION PURPOSE

The International VET Program Leader is accountable for supporting the Institute to achieve its objectives by managing the delivery of fee for service quality education and training in all offshore training locations including China, Singapore, Vietnam, Cambodia, Thailand and Sri Lanka in accordance with the vocational education and training quality Standards for Registered Training Organisations 2015 (SRT0).

The position will also be responsible in providing leadership and assistance to teachers in developing resources and assessment tools to support delivery and develop and maintain relationships with industry and key government bodies.

The position will be required to work as an educational leader and work with the Centre of Tourism and Hospitality Department and Centre for Food Trades and Culinary Arts.

The position will provide a high level of academic leadership and assistance to both the Manager VET and the Regional Business Development Manager Asia to develop and implement the strategic plan for Tourism, Events, Hospitality and Cookery programs delivered as part of specialised projects and at our International training locations.

PRIMARY OBJECTIVES OF THE POSITION

The primary objectives of this position are to:

- Manage partner relationships and performance to support William Angliss Institute's Strategic Plan.
- Through the Educational Excellence framework, provide excellent leadership to a team of teachers for the benefit of students, their employers and industry through regular communications.
- Achieve consistency in educational delivery and compliance across International VET delivery through a strong connection to all departments including finance, student services, VET delivery, quality assurance and marketing.
- Advocate and take a lead role in the Institute's quality system, which is based on the Standards for Registered Training Organisations 2015 (SRTO) by ensuring the implementation of the overall Standards and requirements of the relevant regulatory authorities within the program team.
- Take a lead role in the development and implementation of operational and business plans within the different teaching programs delivered internationally.
- Contribute towards the preparation of development proposals to support the introduction of new courses, programs, short courses and micro credentials including resource allocation and implementation.
- Enhance the reputation of William Angliss Institute by behaving in a professional and ethical manner in all situations.
- Actively maintain, update and share personal knowledge and skills in vocational industry practice and teaching/ pedagogy that are effective and relevant to the global education market.
- Comply with the Institute and Public Sector Code of Conduct, Occupational Health and Safety Policy and Procedures, Child Safe Policy and Procedures, Managing Diversity Policy and Procedures and any other relevant legislation, policy, procedures or practices.

REPORTING & WORKING RELATIONSHIPS

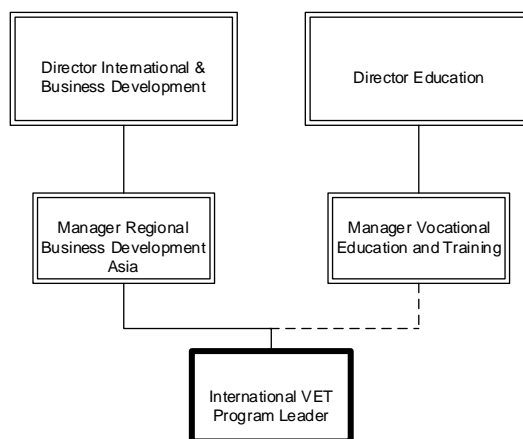
As a member of both the VET (Vocational Education and Training) and the International Department, the position will report directly to the Regional Business Development Manager Asia and indirectly to the Manager Vocational Education and Training with the reporting relationship transitioning over time to the Manager VET.

The position will also have a network of working relationships with other managers, coordinators, teachers and administrative staff across Australian and international locations.

Manager:	Regional Business Development Manager Asia Manager VET (Vocational Education Training)
Director:	Director International and Business Development Director Education

The Regional Business Development Manager Asia is responsible for supporting International operations and reports to the Director International and Business Development.

The Manager VET is responsible for managing the operations of VET in Melbourne and overseeing international operations working closely with the Team Leader International. The Manager VET reports to the Director of Education.



SPECIFIC DUTIES

Student Management

Oversee the Hospitality, Events, Cookery and Tourism delivery programs for students in international locations and connect to VET Sydney and Melbourne programs.

The International VET Program Leader is responsible for the life cycle of students in the Hospitality, Events, Cookery and Tourism programs which include:

- Facilitate information sessions for potential students, partners and other various information sessions.
- Manage the collection of unit evaluations, review and implement positive changes for the purpose of continuous improvement.
- Coordinate the enrolment process for Hospitality, Events, Cookery and Tourism students with international locations and connect with Student Management Team.
- Coordinate the entering of student grades into the Student Management System (SMS)
- Provide regular reporting, updates and attend educational meetings with staff and partners from international locations.
- Organise and conduct interviews for potential Hospitality, Events, Cookery and Tourism teachers.
- Manage the resolution of student issues e.g. grievances as per Institute policy and procedure.
- Coordinate teacher and industry training to support the Hospitality, Events, Cookery and Tourism programs in international locations.

Teacher Management

The International VET Program Leader is responsible for all aspects of teacher management including:

- Lead staff selection, recruitment and other people management functions (such as but not limited to, annual performance management and annual teaching planning reviews).
- Manage localised employee relations issues and staff grievances, seeking advice from the Regional Business Development Manager Asia and/or People and Capability when required.
- Support the Manager VET by regularly reviewing and monitoring workforce productivity of teaching staff, to ensure efficiencies such as class sizes, hours of attendance, hours of delivery, allocation of scheduled and unscheduled duties and excess teaching duty hours are maximised.
- Plan, allocate and manage program timetables.
- Develop and manage TAS documents to ensure consistency with delivery practices across all partner locations.

- Manage teacher workloads and work plan responsibilities in accordance with the Victorian TAFE Teaching Staff Multi-Enterprise Agreement 2018 (MEA).
- Identify and support professional development needs to ensure that staff skills complement current and future teaching programs.
- Lead, coach and mentor the teachers.
- Provide leadership and assistance to the Curriculum and Assessment Team in developing single source training & assessment resources (SSTAR) to support the delivery of Hospitality, Events, Cookery and Tourism programs in China and other international locations.
- Promote and ensure an environment that respects diversity and meets relevant legislative requirements to connect International operations with Melbourne and Sydney based committees such as OH&S, EEO, and Food Safety).

Course Management

- Develop and implement a range of new programs/courses for future delivery together with other Program Leaders, teachers, the Manager VET and the Regional Business Development Manager Asia. This could include new fee for service training to industry including Micro credentials.
- Coordinate administration requirements for Recognised Prior Learning and credit transfers', class lists and roll book allocation.
- In conjunction with the Manager VET develop and participate in internal processes to meet auditing and ASQA compliance requirements.
- Monitor and prepare relevant program budget costs, investigate costing and resource implications and provide recommendations to the Manager VET.
- Establish and Coordinate Industry Advisory Group meetings with industry representatives for the review of program currency and relevancy to support for the continuous improvement of the programs delivered in China and other international locations as required.

Client Management

- Develop and maintain relationships and networks with industry and key network groups in consultation with the Regional Business Development Manager Asia and the Manager VET.
- Attend industry related events to promote the Institute, foster industry relationships and to maintain currency of offshore Hospitality, Cookery and Tourism programs.

Team Participation

- Take a lead role representing International Offshore as part of the Program Leader management team.
- Participate in the marketing and promotional activities to recruit Hospitality, Events, Cookery and Tourism students offshore.

General

- Attend educational meetings with the different local partners.
- Build capabilities of local teachers around compliance requirements.
- Provide support and progress reports on student performance.
- Manage recruitment and selection of staff.
- Manage induction process of new staff.
- Knowledge and expertise of curriculum frameworks and how they apply to the enrolment process.
- Knowledge and expertise on the SMS system.

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 2 (EM2).

TYPICAL FUNCTIONS

- Responsible for projects that involve major change.
- Plan long-term resourcing needs.
- Provide support to the team.
- Research and initiate continuous improvement strategies in delivery, assessment strategies, modes of learning and reporting.
- In conjunction with other Program Leaders and Education Managers prepare and deliver professional development for Teachers.
- Make a significant contribution to teaching strategies and directions.
- Undertake a significant role in ensuring quality teaching recruitment, including induction.
- Significant contribution to the research, development and implementation of course for the education and/or professional development of teachers.

JUDGEMENT AND ACCOUNTABILITY

- Demonstrated capacity to resolve complex problems.
- Lead and manage large functional or specialist operations.
- Provide academic leadership in the Institute and across the TAFE system.
- Operate within a high degree of operational autonomy.
- Lead and manage a complex team.
- Manage staffing projections.
- Evaluate team developmental needs including professional development plans and multi-skilling needs.
- Manage a substantial budget.
- Advise and report on achievement towards operational targets.

ORGANISATIONAL RELATIONSHIPS AND IMPACT

- Negotiate extensively with Industry, Government and other stakeholders on matters that have significant, long term, operational impact.
- Lead the development, review and implementation of Institute strategic educational plans, initiatives and policies.
- Highly developed capacity to resolve complex conflict.
- Make significant contribution to strategic directions.
- Investigate costings and resource implications for program areas and negotiate recommendations.
- Source funding, new partnership delivery opportunities and other innovative opportunities.
- Promote and represent the department/Institute regionally and beyond, including with government bodies.
- Build networks within the wider community and source and develop future VET training needs.

SPECIALIST SKILLS & KNOWLEDGE

- Knowledge and expertise of conflict resolution skills.
- Knowledge and expertise of negotiation strategies.
- Demonstrated highly developed teaching skills.
- Extensive knowledge and demonstrated skill in either the Foods, Hospitality, Events, Travel or Tourism teaching areas.
- Apply 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 and implement effective processes for the evaluation and validation of programs, systems and structures within or external to TAFE.
- Develop, implement, and monitor 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 actively gaining an awareness of and supporting the Institute's People Management 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 the Education Advisory Committee Angliss 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

- Applicants require an approved degree, diploma or certificate in a relevant vocational area and approved industry experience.
- An approved course of teacher training accredited at Australian Qualifications Framework Level 6 which meets the below requirements:
 - studies in adult learning methodology
 - studies in teaching in a Vocational Education environment
 - Studies in Applied Research (linked to the Boyer framework or scholarship)
 - 200 hours of supervised practicum
- Certificate IV Training and Assessment TAE40116 (as a minimum).
- Previous experience or participation in VET compliance audits as governed by the Standards for Registered Training Organisations 2015 (SRTO).
- Demonstrated ability and experience in leading a team of teachers to plan, teach and assess in a range of units in the Tourism, Cookery Travel and Hospitality Training Package and/or accredited curriculum.
- Proven experience in strategic planning within teaching programs.
- Experience in the management of all aspects of the student life cycle.
- Ability to research and initiate continuous improvement strategies in delivery, assessment strategies, modes of learning and reporting.
- Comprehensive understanding of the VET environment, including its challenges, opportunities and trends impacting programs and the Institute in Australia and overseas.
- Demonstrated behaviours that align with the William Angliss Institute Values.

SPECIAL CONDITIONS

- Provision and or willingness to obtain an *Employee Working with Children Check* prior to commencement. The incumbent will 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 prior to commencement and renewal every five years thereafter.
- Domestic and International travel may be required.

WILLIAM ANGLISS INSTITUTE STRATEGY 2024 - 2028

Our Vision:

To be Australia's recognised first choice educational provider of foods, tourism, hospitality and events skills and knowledge.

Our Mission:

To deliver the highest quality specialist skills and education to inspire and empower a diverse community of learners.

Our Business Strategy:

Our Vision and Mission drive the business strategy of the Institute. As a specialist provider unique in Australia's post-secondary education landscape differentiation is central to William Angliss Institute's business strategy.

Differentiation Includes:

- being recognised for the quality of the student experience
- being recognised for the capability of our graduates
- actively applying innovation within our programs
- being recognised for facilitating lifelong learning
- further development of transnational educational delivery through an off-shore network
- a commitment to applied research

Differentiation will support:

- growing in a manageable and profitable manner
- practising sustainable development
- celebrating our expertise
- continuing to build successfully on our heritage, our industry, our people, our community and our alumni

William Angliss Institute acknowledges the traditional owners of the land on which our campus facilities are based and through our actions seek to share and build knowledge across our staff and students with respect to First Nations culture.

Focus Areas:

William Angliss Institute's Strategic Plan 2024- 2028 has five focus areas. They are:

1. Enhancing the Student Experience
2. Fostering Education Excellence
3. Optimising International Opportunities
4. Engaging with Industry, Community and Alumni
5. Being Sustainable

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