

POSITION PROFILE

TAFE Team Leader Environmental Studies

CDU TAFE

Position Number	6526
Position Classification	Teaching Focused Academic Level B/C
Location	Casuarina Campus, with regular travel to other CDU Campuses and locations as required. Ability to travel to regional and remote locations
Reporting to	6515 - Deputy Chief Executive Trades and Primary Industries
Special Provisions	<p>Appointment is contingent upon a satisfactory National Criminal History Check and a Northern Territory Working with Children Check (Ochre Card) being completed and the report received by the Office of People and Capability prior to the initial appointment.</p> <p>Must possess the TAE40116 Certificate IV in Training and Assessment or higher Vocational Training and Assessment qualification.</p> <p>Must be able to work in and travel to regional and remote locations.</p> <p>Must be able to work flexible hours and weekends as required.</p> <p>It is a requirement of the position for the occupier to hold a current clean NT drivers licence, Class C at a minimum.</p> <p>This role may be required to work with hazardous chemicals and/or biological substances.</p> <p>Pre-employment medical may be required.</p>
Required/Desired Qualifications	<p>Bachelor's degree or higher qualification in the Conservation & Ecosystem Management or Horticulture or Aquaculture fields.</p> <p>A TAE40116 Certificate IV in Training and Assessment and/or its successor</p> <p>Desired at Level C:</p> <p>Master's Degree in Education, Management, or related field</p>

Purpose of the Position

The TAFE Team Leader provides management and leadership to their discipline teams across CDU campuses and delivery sites, that include metropolitan, rural and remote settings. Reporting directly to the Deputy Chief Executive Trades and Primary Industries, the position has planning, budgeting, team management and training delivery responsibilities that meet client needs. Team Leaders are responsible for driving student and client-focused education and training programs that align with CDU strategic goals and contribute to economic, community and workforce development.

Occupational Category	1344	Industry Subdivision	81
Industry Class	8101	Manager Category	OM

TAFE Team Leaders are entrusted with developing and maintaining high-level internal and external stakeholder relationships. This includes working with the respective TAFE Team Leaders and the rest of the TAFE Executive to drive strategic programs and initiatives as it relates to their respective disciplines. It also involves building strong relationships across disciplines and developing productive Industry and community partnerships to meet skills demand in the Northern Territory.

A focus for the TAFE Team Leader, is the growth in training and services provided by the University in key technical, trades or natural resources-related industries, at local, regional, national and international levels. This will involve high level interactions with regional stakeholders including industry and Industry bodies, small and medium enterprises, community groups, local governments, schools and Government agencies.

Duties

The following accountabilities are not exhaustive and may include others as directed from time to time.

- Provide high-level leadership and management across discipline teams.
- Plan, organise, manage and evaluate the performance of discipline teams, against agreed delivery and budget targets, and the overarching CDU Strategic Plan.
- Oversee the coordination of scheduling of course and teaching loads, the administration of the discipline and the compliance with national and internal VET quality standards.
- Ensure that a high standard of Work Health Safety practice is in place and to the standard required.
- Attract and retain high-level financial and staff resources to support the development of innovative fee-for-service programs and initiatives.
- Provide leadership in the management of the University's resources, and the achievement CDU and CDU TAFE strategic goals.
- Support the Deputy Chief Executive Trades and Primary Industries and the TAFE Executive as a key contributor to a proactive leadership team, participating in cross-discipline and cross-sector programs and initiatives, governance committees and task/project focused working groups.
- Develop strong relationships and productive partnerships with stakeholders with Northern Territory and national stakeholders and clients to ensure the University is recognised as a key partner in regional economic, community and workforce development.
- Facilitate high level strategic interactions with the view to grow student numbers, apprenticeships in skill shortage occupations and meet industry training needs in all technical and trade related areas.
- Work with respective TAFE Team Leaders, the TAFE Executive and CDU Marketing to pro-actively market the range of courses delivered by the university, the potential to upskill or articulate to higher education qualifications and raise the profile of CDU as a key player in economic and community development.
- Communicate and manage the development, implementation and evaluation of operational plans, policies, processes and systems to achieve delivery goals, strategic objectives, and measure and report on performance by their respective teams.
- Liaise with staff and across the TAFE and the University, on a one-to-one basis on issues relating to discipline development, education and training matters, and other service delivery issues.
- Proactively engage with the TAFE Team Leaders, the TAFE Executive and central areas on operational and service delivery issues.
- Pro-actively embrace innovation and change management strategies with a capacity to make and implement decisions to grow CDU's VET footprint at a local, national and international level.
- Manage the development and effective delivery of compliant, high quality and relevant teaching programs and training services.
- Monitor national trends in VET delivery, assessment and quality standards across the discipline portfolio and ensure staff currency and compliance in these areas.

- Encourage team members embrace innovation, quality client service and industry / student responsiveness.
- Maintain industry knowledge, skills and qualifications.
- Demonstrated understanding of, implementation and adherence to AQF and ASQA quality, compliance and standards, VET Quality Framework, Training Packages and CDU and College procedures.
- Observe and adhere to CDU policies, regulations, guidelines and other relevant legislative and quality & compliance requirements and accountabilities.
- Maintain competency and proficiency for course delivery in e-learning environments.

Additional Accountabilities (Level C)

- Develop strong relationships and productive partnerships with stakeholders with Northern Territory and national stakeholders and clients to ensure the University is recognised as a key partner in regional economic, community and workforce development
- A significant contribution to the discipline at the national level, including by playing a significant role within the profession, industry group or discipline.
- A relevant extensive industry experience, qualifications and/or extensive experience within a large education-related institution at a strategic level.
- A demonstrated understanding of a university learning environment with an ability to lead and contribute across cross-disciplinary and cross-sector teams
- Demonstrated experience in curriculum development, preparation, and delivery of flexible education programs.

Key Selection Criteria

Essential competencies

- Education, training and/or relevant industry experience equivalent to completion of a Bachelor's degree or higher qualifications in the Conservation & Ecosystem Management or Horticulture or Aquaculture fields.
- Demonstrated high level leadership and management skills with the proven ability to deliver outcomes in a dynamic, service focused organisation.
- High level communication and interpersonal skills with the capacity to successfully negotiate and engage with a diverse range of stakeholders, clients and staff.
- Proven ability to oversee team performance against outcome and reporting targets within established personnel and operational budgets.
- Demonstrated ability to implement business and revenue raising strategies and resolve complex problems.
- High level understanding of tertiary education and training, particularly related to the VET sector and the specific VET discipline and the challenge of training delivery and assessment in regional and remote locations.

Additional Key Selection Criteria at Level C

- Completion of a minimum of a Master's Degree in education or management or equivalent industry experience

Desirable competencies

- Possession of a relevant tertiary qualification or significant industry/VET experience.
- Possess a sound knowledge or ability to quickly acquire such of the University's equal opportunity and related policies and their application to the School and Faculty.

Supervisory Responsibilities

This position holds formal supervisory responsibilities. As a supervisor, this position will undertake and be responsible and accountable for:

- Ensuring all direct reports have completed all Mandatory training as required by the University.
- Probation periods being monitored and completed for each direct report in a timely manner.
- Ensuring an annual leave plan is developed and implemented for all direct reports and that annual leave balances are held below 30 days at all times.
- Ensuring leave bookings are accurately maintained and submitted in accordance with the Delegations (Administrative) Policy and relevant Staff Agreement/s.
- Engaging with direct reports to develop meaningful objectives and ensuring career development plans are established and recorded.
- Holding Performance feedback meetings on a regular basis (once per month minimum) with each direct report and providing feedback in a constructive and timely manner.
- Ensuring all delegations and responsibilities are undertaken in accordance with University Policies, Staff Agreements, and Delegations.

University Expectations

- Contribute to the efficient and effective functioning of their team or work unit to meet University objectives. This includes demonstrating appropriate and professional workplace behaviours under the Code of Conduct – Staff, assisting team members if required, and undertaking other key responsibilities or activities as directed by one's supervisors.
- Demonstrate and promote the University Values, ensuring all workplace behaviour is appropriate in all workplace settings, proactively calling out inappropriate behaviour.
- Read, understand, and comply with all University policies and procedures.
- Undertake risk management and actively support and participate in the risk management processes adopted by the University, which include identifying, analysing, and evaluating risks that may impact the University.
- Work at and travel between other University campuses or to other locations occasionally as may be required during employment.
- Complete all mandatory training as required by the University.
- Demonstrate understanding of the principles of anti-discrimination, staff and student equity, work health and safety, and other relevant legislation, and show the willingness and capacity to implement equal employment opportunity and work health and safety plans, policies, and programs.

Work Health & Safety

- Ensure all activities comply with WHS legislation and university policy & procedure.
- Implement & monitor risk management activities including, but not limited to, workplace inspections, incident/hazard investigation and follow-up, and implementation of risk controls.
- Analysis of WHS training requirements for staff, including the provision of training and monitoring of training to ensure completion and currency.