



Job Description Head of Programs

Position Number:	Various	FTE:	1.0
Division	Training Services	Agreement/Award:	Teachers (Public Sector TAFE) Award 1993
Branch:	Various		WA TAFE Lecturers General Agreement 2023 or as replaced
Location:	Various		

Reporting Relationships

Portfolio Manager, Level 7

Other officers reporting to the above office:

Technical and administrative staff

Various lecturers

This Office – officers under direct responsibility

nil

Key Role Statement

The Head of Programs (HoP) is an integral position within the Portfolio leadership team and is responsible for co-ordinating the academic administration within the Portfolio. The position reports to the Portfolio Manager and collaborates closely with the Principal Lecturer, Lecturers, and the administration teams.

HoPs will fulfil 50% of their FTE completing academic administrative work as outlined above with the remaining 50% completing Lecturer duties as outlined in the Lecturer role statement.

Key Responsibilities

- Co-ordinate the development of timetables within the portfolio/s.
- Collaborate with the administration team to ensure the timely and accurate development of the roll creation process.
- Collaborate with the administration team to promote the course offerings within the Portfolio.
- Assist Portfolio Managers with business planning, development of commercial opportunities, and budget management.
- Identify and implement the staff development needs of lecturing staff.
- Assist Portfolio Managers in the recruitment of contract/permanent and casual lecturing staff.
- Co-ordinate the provision of educational support materials.
- Perform a range of lecturing, professional activities and activities relating to delivery, including but not limited to:
 - Lecturing Duties - the delivery of quality education and training using a variety of learning environments, delivery strategies and delivery methods.
 - Professional Activities (PA) – program advice, development and maintenance of training programs and learning resources, implementation of new technologies and techniques, and the identification of industry/community requirements in relation to delivery of programs.
 - Activities Related to Delivery (ARD) – duties that assist in the delivery of quality education and training within the lecturer's own teaching program. This may include planning, preparation, marking and making professional decisions associated with the delivery and assessment of modules within the lecturer's own teaching program.
- Deliver programs that meet specified learning outcomes within the lecturer's range of competence.
- Ensure a customer focused approach in the discharge of duties.
- Work within the conditions established under the prevailing Acts, Agreements and Award provisions.
- Work within and contribute to a team environment.
- Comply with Equal Opportunity policies and legislation requirements including actively participating to ensure a harassment free working/learning environment.
- Exercise due duty of care in dealings with students, clients, and other staff members.
- Comply with College safety requirements, policy, and practices.
- Undertake appropriate staff development to maintain currency of knowledge and skills in areas of expertise.
- Acts with the highest standard of honesty and integrity demonstrating behaviour and decision-making in line with the Public Sector Code of Ethics, SM TAFE Values, and the Staff Code of Conduct.

Key Responsibilities Cont.

- Takes all reasonable care for the safety, health and wellbeing of self and others by adhering to all applicable work health and safety legislation, policies, and procedures.
- Demonstrates the behaviours detailed in the Public Sector Commission's - Leadership Expectations.
- Be based at any of the College campuses as required.

Selection Criteria

Minimum Qualifications

- Relevant Tertiary/Industry/Trade Qualification and/or any required license or registration necessary to perform the position as determined by the College.
- It is preferred that applicants already possess a Certificate IV in Training and Assessment (or higher recognised teaching qualification) or can demonstrate progression towards the Certificate IV in Training and Assessment. However, applicants without the above are still eligible to apply but must obtain the Certificate IV in Training and Assessment consistent with the provisions of Clause 86 Training and Lecturing Qualifications and Clause 31 Progression of the General Agreement.

Essential

1. Academic administrative process and systems knowledge.
2. Current technical knowledge and competencies in the relevant industrial vocation.
3. Initiative and self-motivation.
4. Interpersonal, communication and organisational skills.
5. At least 5 years teaching experience.
6. Evidence of administrative ability and the capacity to provide academic administrative leadership.

Other Requirements

- A current Working with Children Check.
- A Department of Education Nationally Coordinated Criminal History Check.

CERTIFICATION

The details contained in this document are an accurate statement of the position's responsibilities and requirements.

Business Unit Manager		Managing Director	
Name:		Name:	
Signature:		Signature:	
Date:		Date:	
Reviewed:			