

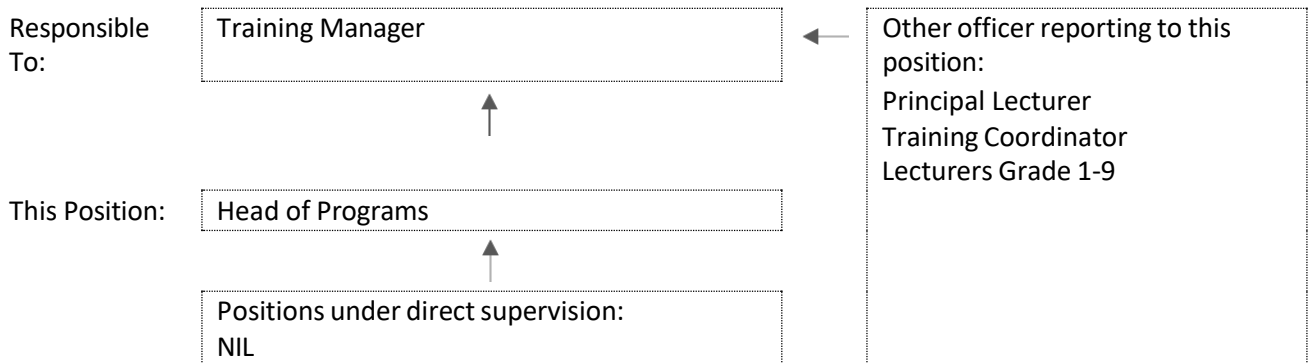


Head of Programs (HoP)

Position Details

Position Number: 30000456
Classification: Head of Program
Award/Agreement: Western Australian TAFE Lecturers Agreement 2021
Directorate: Training Services
Branch: Training
Location: Pundulmurra

Reporting Relationships



Our Purpose

North Regional TAFE (NR TAFE) is the leading regional provider of vocational education and training in Northwest Australia. Our purpose is to build the skills and capacity of the workforce for a sustainable economy and enable resilient communities.

All employees at NR TAFE contribute to the vital role of providing vocational education in rural and regional WA, and job training pathways including to the most vulnerable in the community.

Our Values

The minimum standards reflecting in the NR TAFE Code of Conduct, Values and the Public Sector Commission Code of Ethics are required to be demonstrated by all employees in their day to day activities.

NR TAFE is committed to an inclusive, high performance culture that places the needs of the students and the public at the centre of all that we do.





Position Overview

The HoP is an integral position within the training management team and is responsible for coordinating the academic administration within a Training Manager's team. The position reports to the Training Manager and leads the team by collaborating closely with the Training Coordinator, Principal Lecturer, Lecturers and the Administration teams.

HoP's 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.

The Head of Programs (Nursing) fulfills the role of Head of Discipline as per the [ANMAC Enrolled Nurse Accreditation Standards 2017](#) Head of discipline—lead nursing academic responsible for the design and delivery of the program of study on behalf of the education provider. The Head of Programs (Nursing) is responsible for ensuring that program is delivered as per the accreditation, responding to program monitoring and maintaining communication with ANMAC.

Position Responsibilities

- Co-ordinating the development of timetables;
- Ensure the timely and accurate development of timetables/schedules within the availability creation process.
- Promote relevant course offerings of the college.
- Assisting Training Managers with operational planning, development of commercial opportunities and budget management
- Assisting with identifying and implementing the staff development needs of lecturing staff;
- Assisting Training Managers in the recruitment of contract/permanent and casual lecturing staff;
- Co-ordinating the provision of educational support materials;
- The role of a Head of Programs requires the performance of 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, implantation 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 with 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 leading the contribution of a team environment.
- Work within the Public Sector Code of Ethics and the College Code of Professional Conduct.
- Comply with Equal Employment Opportunity and 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.
- Be based at any of the College campuses as required
- Other duties as agreed



Selection Criteria

Essential Criteria

This position requires the ability to demonstrate a level of competency in the following areas:

1. Current registration with the NMBA as a registered nurse with no conditions relating to conduct or performance, and hold a post graduate tertiary qualification relevant to their discipline.
2. Demonstrated strong knowledge of Academic administrative systems and process, including but not limited to experience in scheduling within budgetary and time parameters.
3. Current technical knowledge and competencies in the relevant industrial vocation.
4. Demonstrated initiative and self-motivation.
5. Well-developed interpersonal, communication, planning and organisational skills.
6. Demonstrated vocational or lecturing experience relevant to the industrial vocation or professional field relevant to this position.
7. Evidence of administrative ability and the capacity to provide academic administrative leadership, including but not limited to monitoring of ongoing programs to ensure targets met.

Other Requirements

- 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 79 Training and Lecturing Qualifications and Clause 30 Progression of the General Agreement.
- Relevant Tertiary/Industry/Trade Qualification and/or any required license or registration necessary to perform the position as determined by the College.

Appointment Factors

Location: North Regional TAFE Campus

Accommodation: As per North Regional TAFE Policy subject to eligibility and availability.

Allowances: As per Award.

Travel: Travel to and work at other campuses or sites will be required as the need arises.

Special Conditions

National Police History Check:

All new staff being appointed to North Regional TAFE are required to provide a National Police History Check prior to commencing duty. All applications must be directed to the "Screening Unit" at the Department of Education and Training

Working With Children Check (WWC):

All new staff appointed to North Regional TAFE in "child-related work" are required to provide a WWC Check prior to commencing duty. If you receive a Negative Notice or an Interim Negative Notice you will be deemed to have repudiated your contract and your employment will cease.



Current WA ‘C’ Class Driver’s Licence

All new staff being appointed to North Regional TAFE are required to have a current WA ‘C’ Class Licence as staff will be required to travel between campuses, from time to time. For staff appointed from outside Western Australia, you must apply for a WA driver’s licence within three (3) months of becoming a resident of WA.


Prescribed Legislation and Regulation

As an employee of the Western Australian public sector you have specific obligations to the community of Western Australia and your colleagues. In addition to the prescribed industrial agreement, your employment is governed by the following:

- Public Sector Management Act (1994) and Regulations
- Vocational Education and Training Act (1996)
- Public Sector Code of Ethics
- North Regional TAFE’s Code of Conduct
- Work health & Safety (2020) Occupational Safety and Health Act (1984)
- Internet Terms and Conditions of Use
- Employee Software and Compliance Statement
- North Regional TAFE policies and procedures

CERTIFICATION

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

Employee		Managing Director	
Name:		Name:	Helen Smart
Signature		Signature	
Date:		Date:	25 March 2024