Director, Education – Health, Wellbeing and Community

Position Description

About GOTAFE
For more than 20 years, GOTAFE has been an intrinsic part of our local communities, delivering quality skills and training and championing equity.

At GOTAFE, we are resolutely committed to ensuring the needs of students and industries – especially across regional Victoria - are at the heart of all we do.

As we transition from an industrial economy to one fuelled by ideas and knowledge, our workforce needs to be more skilled than ever. The fourth industrial revolution — the collision of related technologies such as automation, artificial intelligence, machine learning, blockchain, brain enhancement and data analysis — will fundamentally change the nature of jobs. As a regional tertiary education provider, we will be at the frontline of this change.

While the world changes, GOTAFE is also transitioning so that we can be responsive and adaptive to our changing student, industry and community needs. We are striving to be a contemporary, cutting-edge and innovative organisation. At GOTAFE, we have the opportunity to shape the future of the delivery of tertiary education in our region.

Why work with us
As an organisation, we’re transforming for good. So we’re looking for game changers – high performing individuals who want to grow with us.

We shape positive outcomes for our community by being inclusive and passionate about what we do. As part of this, we believe in rewarding achievements and celebrating success. We value new ideas and also understand that sometimes we may not get it right. Learning and working together to improve is just part of our journey.

You’ll have the opportunity to take ownership of your work and have your initiatives heard. We’ll appreciate your contribution and hard work. And together, we’ll balance what’s important to you and your lifestyle.

Be part of something great – it’s an exciting time to work at GOTAFE.
Position purpose
The Director, (Education Generic) is accountable for leading the design and delivery of best practice vocational education and training programs and services to support the needs of individual students, local industries and communities across a range of industry sectors. The Director will establish programs and services which support and enhance GOTAFE’s position as a leader in the provision of quality vocational education and training.

The Director will lead, motivate, support and develop a multidisciplinary team; ensuring the delivery of high quality outcomes for the organisation. Critically, the Director is required to provide strong people leadership and is accountable for cultivating collaborative and customer-orientated department that works effectively with the broader organisation to deliver on key objectives. The Director takes a continual improvement approach to educational quality and offerings.

As an employee of GOTAFE, you will be part of Victoria’s leading provider of vocational education and training committed to quality teaching, a safe working environment and delivering real outcomes for students.

Key areas of responsibility
Leadership and management

- Contribute to the success of transformation and cultural change through promoting and modelling the established values of Integrity, Collaboration, Accountability, Respect and Excellence (iCare).
- Lead, mentor and coach a broad-based team of educators and support staff to achieve agreed and established goals and benchmarks within an agreed industry/educational disciplines.
- Manage the financial resources of the team to increase revenue, ensure budget targets are achieved, improve profitability and maximise student enrolments.
- Develop and manage budgets associated with the contestable funding environment including a mix of fee for service and government funding.
- Build and enhance strategic partnerships and alliances with key peak bodies, industries and communities to ensure GOTAFE’s training and assessment models support industry and community needs.
- Develop highly effective working relationships with stakeholders within the organisation to ensure the highest quality service provision for GOTAFE students.
- Manage educational issues including client and student and staff issues.
Education design and delivery

- Lead engagement and liaison with schools, higher education, industry/business, professional bodies and the community to monitor trends and directions to ensure educational programs meet the needs of business and the community.
- Identify, research and negotiate opportunities to enhance current or establish new curriculum programs and services which support GOTAFE’s growth and strategic direction.
- Lead a collaborative approach to curriculum design and delivery, ensuring quality standards are consistently met.
- Ensure the mix of courses is sustainable from a financial perspective and based on a foundation of evidence, industry and community demand.
- Manage and coordinate training package requirements as they impact on programs and services.
- Develop pathway and articulations arrangement opportunities for students to progress to further study.
- Evaluate the effectiveness of curriculum delivery and assessment models as part of a continuous improvement cycle.

A client-focused Education team

- Lead and implement staff management strategies to ensure alignment with GOTAFE’s teacher capability aspirations including contemporary teaching practices, industry currency and qualification requirements.
- Lead and foster a team that is client-centric and a genuine partner for the wider organisation.
- Establish a high-performance culture that aims to deliver best imaginable service.
- Establish and promote a collaborative and solutions-orientated department that works with the broader organisation to optimise the student experience.
Organisational structure

GOTAFE’s senior leadership team is made up of the CEO, four Executive Directors and seventeen Directors. All play key roles in influencing the culture and performance of GOTAFE.

There are four key divisions in the GOTAFE structure:

- **Education** – responsible for ensuring that GOTAFE provides the best possible education, training and learning experiences for all student cohorts across all education sectors.

- **Student attraction and community engagement** – responsible for the start of a student’s journey at GOTAFE and for ensuring that GOTAFE strategically engages with its key stakeholders across the community, including industry and community groups.

- **People and innovation** – responsible for ensuring that GOTAFE is an employer of choice and for cultivating a culture of innovation and strong organisational performance.

- **Corporate services** - responsible for the optimal performance of the internal operations of GOTAFE.
### Key stakeholders

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### Skills and capabilities required for position

The Director, (Education Generic) is expected to demonstrate the following key skills and capabilities in their role:

#### Leadership

- Clearly communicate and exemplify the vision and values of GOTAFE.
- Knowledge, expertise and skills to provide professional development and mentoring to a multi-disciplinary educational team and to provide a model for their professional practice as educators.
- Create and maintain a culture that is student outcome focussed and supports high level staff engagement and performance.
- Exhibit strong commercial skills to achieve student-focused and GOTAFE outcomes.
- Provide strong and accountable leadership to ensure delivery of performance objectives.
- Show sensitivity and understanding in negotiating, mediating and resolving conflict.
- Engage directors and managers from other departments and campuses to ensure collaboration and effective delivery of outputs.
- Lead and foster a team that is client-centric, solutions-orientated and a genuine partner for the wider organisation.

#### Management

- Actively contribute to all corporate planning and reporting requirements to inform decision making at various levels.
- Ability to develop and manage an annual department budget working to the agreed set targets.
- Ability to deal with complex matters that may not have established guidelines and procedures.
- Ability to encourage creativity, innovation and entrepreneurship with the initiative, attitude and ability to thrive within a dynamic, challenging and changing environment.
- Monitor priorities to ensure meaningful work is delivered that supports operational and organisational objectives.
- Ability to think critically and strategically to make informed decisions.
Strategic planning and stakeholder relationships

- Deliver high quality, evidence based strategic advice and guidance to the CEO, the Executive and Board.
- Set the highest standard of student learning and client services in educational programs and broacher GOTAFE services.
- Contribute towards the long-term strategic direction of GOTAFE, through engagement with key stakeholders and implementation of relevant areas of the strategic plan.
- Ability to proactively source new commercial arrangements that will address market and community needs and contribute to GOTAFE’s strategic growth.
- Ability to establish key strategic alliances with local industries, communities and employers.

Education design and delivery

- Ability to draw upon extensive practical experience with training packages, curriculum development and delivery and assessment strategies to lead the delivery of quality education and training activities.
- Highly developed and effective interpersonal communication and presentation skills.
- Highly developed understanding of teaching and assessment skills.
- Extensive knowledge and experience in the Vocational and Education sectors.
- Demonstrated ability to apply a broad range of innovative digital and non-digital teaching and assessment methodologies, techniques and standards.
- Knowledge and understanding of responsibilities relating to the Vet Quality Framework requirements, Department of Education and other TAFE related legislation including the Multi Business Agreement and PACCT Enterprise Agreement.
Who are you?

- Suitably qualified professional
- A proven leader, with a track record of delivering results, and influencing strategic plans and initiatives
- An outstanding people leader with significant experience in leading, developing and engaging multi-disciplined and integrated teams to achieve student and stakeholder focused outcomes
- A compelling communicator, with the ability to read the play, engage with and influence a diverse range of stakeholders
- A strong collaborator who adds values to the organisation with proven ability to build relationships that foster shared success
- An energetic and flexible leadership team player who can anticipate upcoming challenges and develop plans to meet those challenges and to capitalise on opportunities

How GOTA FE staff work

- Model and lead our values
- Be dedicated to delivering a consistent, connected and customer focused service
- Be committed to maintaining a safe and healthy workplace
- Act consistently with our Employee Code of Conduct
- Be flexible and responsive and prepared to step-up in times of need

Our Values

The Director is expected to align to GOTA FE’s iCare values and to uphold them in all communications, decisions and actions.