



Executive Director, Education

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.

CREATE OUR FUTURE

Position purpose

The Executive Director, Education, will be responsible for ensuring that GOTAFE provides the best possible education, training and learning experiences for all student cohorts across all education sectors (including vocational education and training and VCAL). The Executive Director will drive GOTAFE's education agenda so that it is founded on best practice and is agile and responsive to changing student, industry and community needs.

Key areas of responsibility

A dynamic and innovative education strategy: The Executive Director, Education, is accountable for designing and implementing GOTAFE's education strategy. The education strategy must be contemporary, innovative and forward-thinking. The position is the pedagogy/andragogy expert at GOTAFE and is responsible for identifying emerging trends so that GOTAFE is always at the forefront of innovative approaches to teaching and learning. In addition, this role is required to actively seek and cultivate partnerships (within and beyond the community) that support GOTAFE to deliver innovative teaching and learning experiences to students. In this regard, the Executive Director is required to support and contribute to GOTAFE's long-term sustainability.

Education delivery underpinned by data and evidence: The Executive Director, Education, will have an in-depth understanding of GOTAFE's unique student cohort and the community in which we operate. The position is responsible for ensuring that GOTAFE's education delivery (including GOTAFE's course design and course offering) meets our student cohort and community's needs, and is underpinned by relevant data and evidence (including trend forecasting).

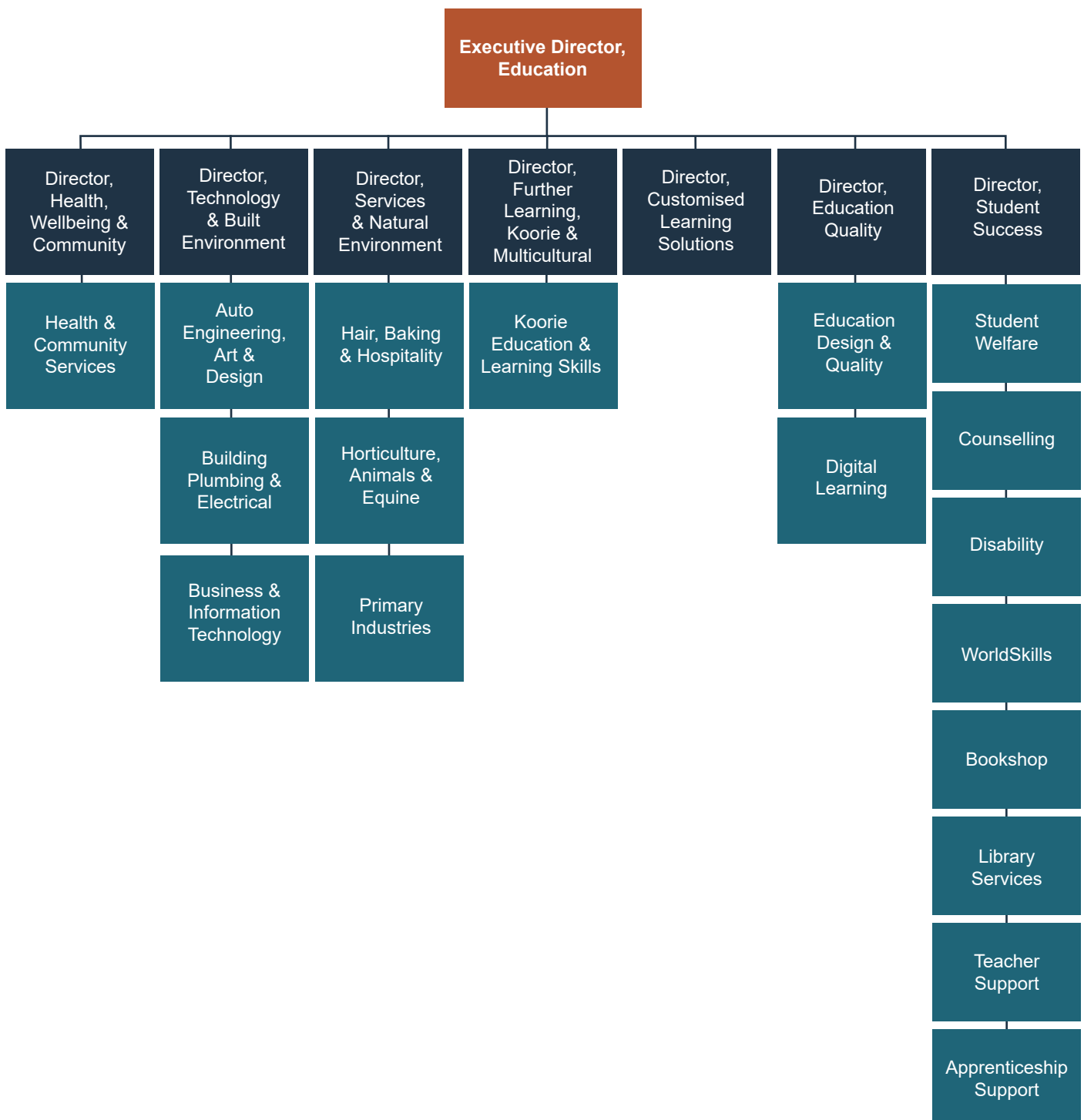
A cutting-edge student experience: Although the entire organisation is responsible for the student experience at GOTAFE, the Executive Director, Education, is accountable for designing and implementing initiatives that enhance the student experience in order to support long-term student success. This includes developing and implementing strategies that address student retention, and ensuring that GOTAFE's systems and processes are student-focused.

A student-focused Education Division: The Executive Director, Education, is responsible for cultivating an education division that is contemporary, innovative and that has our students at the centre of its focus. This position is responsible for fostering a culture that strives for education excellence and seeks to ensure GOTAFE's education delivery leads to the best possible student outcomes. Critically, this role is accountable for leading a collaborative and solutions-orientated division that works with the broader organisation to optimise the student experience.

Organisation relationships

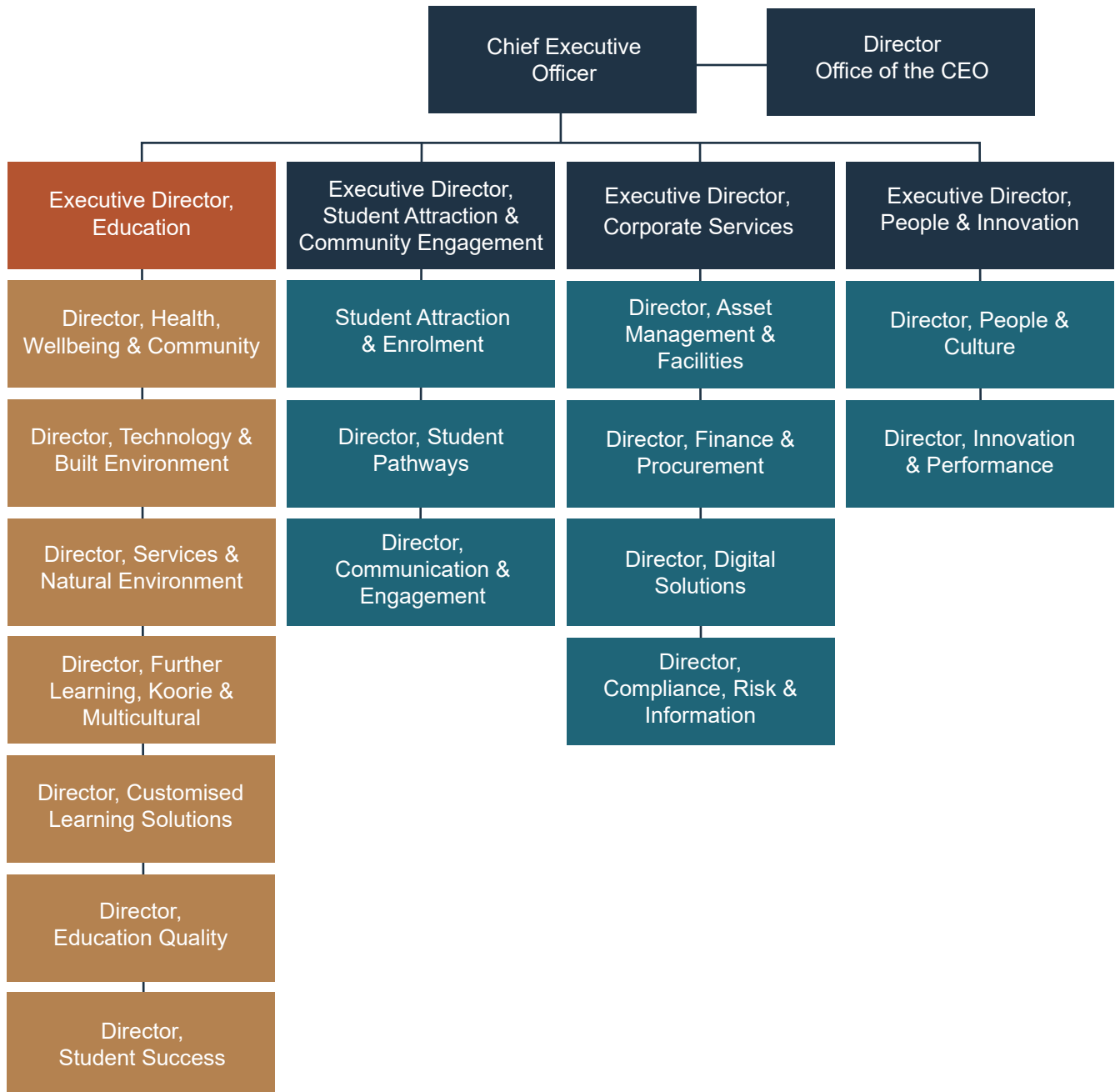
Direct reports

The Executive Director, Education, is responsible for the various teams at GOTAFE that contribute to the delivery of education delivery. This includes the teams directly responsible for education delivery; as well as the teams that support delivery (e.g. Education Quality) and our students (e.g. Student Success).



The Executive

The Executive at GOTAFE comprises the CEO; Director, Office of the CEO; and three other Executive Directors, namely: Student Attraction and Community Engagement; People and Innovation; and Corporate Services.



GOTAFE Organisational Structure

Key stakeholders

Internal	External
Students	Industry and employers
Board and committee members	Federal and State Government
Executive	Community groups
Staff	Other TAFE's

Skills and capabilities required for position

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

A dynamic and innovative education strategy

- Expertise in pedagogy/ andragogy, supported by a relevant qualification.
- Lead the organisation to deliver high quality education.
- Design and implement strategy.
- Identify emerging trends across the sector.
- Engage with key stakeholders.
- Leverage organisation strengths to establish and promote “centres of excellence”.
- Identify commercial opportunities.

Education delivery underpinned by data and evidence

- With the support of relevant experts; use and analyse data to understand emerging sector, industry and community trends in order to inform key-decision making.
- Contribute to the blueprint for GOTAFE's sustainability and long-term growth.
- Lead best practice and innovative course design and delivery.
- Evidence-based and data driven decision making.

A cutting-edge student experience

- Evidence-based and data driven decision making.
- Design and implement a strategy.

A student-focused Education division

- Embed a culture that is contemporary, innovative and student-focused.
- Manage budget and resources.
- Lead a motivated, respectful and collaborative team.
- Support professional development.
- Lead and deliver appropriate and timely people management practice in accordance with GOTAFE's policies and legal obligations.
- Actively contribute to GOTAFE's workforce strategy (including succession planning).
- Mentor team members.

A member of the Executive

- Deliver high-quality strategic advice to the Board, CEO and Executive.
- Shape and own the long term strategic direction of the organisation.
- Excellence in leadership.

Who are you?

- Suitably qualified professional.
- A visionary leader with strategic foresight and the ability to identify and articulate preferred scenarios and aspirations to a broad audience.
- Highly experienced, with a proven track record in delivering integrated strategic plans.
- An outstanding people leader with significant experience in leading, developing and engaging multi-disciplined and integrated teams to achieve student and stakeholder focussed outcomes.
- A business management expert with a track record of delivering results and greater value in a variety of different environments.
- A strong collaborator who adds value to the organisation with proven ability to build, influence and maintain relationships with key stakeholders.
- A strategist, with in-depth knowledge, who can anticipate upcoming challenges and develop business plans to meet those challenges and to capitalise on opportunities.

How GOTAFE 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 Executive Director, Education, is expected to align to GOTAFE's iCare values and to uphold them in all communications, decisions and actions.



Integrity

Be honest, reliable and trustworthy.



Collaboration

Partner with others to achieve goals.



Accountability

Take responsibility for your actions.



Respect

Appreciate and accept each other's differences.



Excellence

Aim high.



gotafe.vic.edu.au | 1300 GOTAFE (468 233)

GOTAFE is the trading name of Goulburn Ovens Institute of TAFE (RTO 3094 | CRICOS 03654D)