



Position Description – VE Program Manager

Position Details

Position Title:	Program Manager, Screen, Media & Digital Media Technology
College/Portfolio:	College of Vocational Education
School:	Creative Industries
Campus Location:	Based at the City campus, however may be required to work and/or be based at other campuses of the University.
Classification:	Senior Educator Level 2.2 Plus Program Manager Allowance
Employment Type:	Fixed Term
Time Fraction:	1.0 FTE, 38 hours

RMIT University

RMIT is a multi-sector university of technology, design and enterprise. The University's mission is to help shape the world through research, innovation and engagement, and to create transformative experiences for students to prepare them for life and work. For more information on RMIT University follow the links below.

<https://www.rmit.edu.au/about>

<https://www.universitiesaustralia.edu.au/university/rmit-university/>

<https://www.rmit.edu.au/about/facts-figures>

Our three main campuses in Melbourne are located in the heart of the City, Brunswick and Bundoora. Other locations include Point Cook, Hamilton and Bendigo, two campuses in Vietnam (Hanoi and Ho Chi Minh City) and a centre in Barcelona, Spain. RMIT is a truly global university.

<https://www.rmit.edu.au/about/our-locations-and-facilities>

We are also committed to redefining our relationship in working with, and supporting, Indigenous self-determination. Our goal is to achieve lasting transformation by maturing our values, culture, policy and structures in a way that embeds reconciliation in everything we do. We are changing our ways of knowing, working and being to support sustainable reconciliation and activate a relationship between Indigenous and non-Indigenous staff, students and community. Our three campuses in Melbourne (City, Brunswick and Bundoora campuses) are located on the unceded lands of the people of the Woi Wurrung and Boon Wurrung language groups of the eastern Kulin Nation.

Why work at RMIT University

Our people make everything at the University possible. We encourage new approaches to work and learning, stimulating change to drive positive impact. Find out more about working at RMIT University, what we stand for and why we are an Employer of Choice.

<https://www.rmit.edu.au/careers>

We want to attract those who will make a difference. View RMIT's impressive standings in university rankings.

<https://www.rmit.edu.au/about/facts-figures/reputation-and-rankings>

The College of Vocational Education

The purpose of RMIT's College of Vocational Education is to empower learners and our industry, community and government partners to succeed in the new world of work. Our five-year strategic roadmap, [EVOLVE](#), purposefully guides everything we do in vocational education to deliver our vision: to position RMIT as a leading multi-sector provider with global impact and influence.

Led by our Deputy Vice Chancellor, the College of VE is reimagining how we deliver vocational education to create unique experiences for our students and partners, so we can:

- lead in practice-based learning
- empower learners for the future of work
- engage industry and community at scale
- grow for impact and influence

The College of VE is delivering impact through transformation that creates long-term change.

Position Summary

You will manage the educational and/or business activities to ensure that the RMIT Strategic and Business Plans are successfully implemented within the School. You will also lead the design, development, delivery and evaluation of innovative teaching materials, products and services to meet the needs of enterprises, industry and students. Management of recruitment, selection, induction and workplans of staff in area of responsibility will also form part of this role. You will interact effectively with external organisations, with other RMIT Schools, in particular teaching staff and administration staff. Participate in relevant activities to ensure that vocational competence to the education level being delivered and assessed is maintained, together with promoting, encouraging and ensuring teaching staff of the program/s participate in relevant activities to ensure vocational competence to the education level being delivered and assessed is maintained also.

Reporting Line

Reports to: Director, Creative Industries

Direct reports: Program Coordinators & teaching staff

Organisational Accountabilities

RMIT University is committed to the health, safety and wellbeing of its staff. RMIT and its staff must comply with a range of statutory requirements, including equal opportunity, occupational health and safety, privacy and trade practice. RMIT also expects staff to comply with its policy and procedures, which relate to statutory requirements and our ways of working.

RMIT is committed to providing a safe environment for children and young people in our community. Read about our commitment and child safe practices. <https://www.rmit.edu.au/about/our-locations-and-facilities/facilities/safety-security/child-safety>

Appointees are accountable for completing training on these matters and ensuring their knowledge, and the knowledge of their staff, is up to date.

Key Accountabilities

1.1. Learning and Teaching

- Manage the educational, business and services of a large organisational unit/s to ensure quality programs (both recurrent and fee paying) are delivered effectively, to target and meet the current

and emerging needs to both students and industry.

- Develop strategies with your team to ensure that student recruitment, selection, education counselling, recognition of prior learning and student induction is conducted in an efficient and effective manner.
- Prepare, deliver and assess teaching programs, including training packages in a professional and effective manner, to a teaching load up to half of the load of a full time teacher.
- Ensure the teaching team assess the learning of students in a range of contemporary VE settings. This includes maintaining accurate records of student class attendance, student progress and student assessment in line with RMIT and School policy and to adequately demonstrate alignment with Australian Skills Quality Authority (ASQA) provisions.

Industry Engagement

- Develop and implement strategies to increase commercial, profile and government funded training activities, both nationally and internationally.

Compliance

- Ensure that all compliance processes in relation to academic and administrative systems are carried out in a professional and timely manner by all staff in your unit.
- Comply with the Equal Opportunity policies of the University.
- Ensure that established University Quality Assurance processes for teaching and supporting services are followed to ensure that programs are designed, promoted, delivered and validated in accordance with ASQA requirements and that contractual obligations are met.
- Responsibility for record keeping (including updating your work plan) which reflects vocational competence to the level of education being delivered and assessed is maintained and improved for yourself and all Teaching staff in your area.
- Ensure that established University Quality Assurance processes for products and services are followed to ensure that programs are delivered in accordance with Skills Victoria performance agreement and user choice contracts with other states.
- Contribute to the development of quality assurance processes for products and services to ensure that programs are designed, delivered and validated in accordance with ASQA requirements and contractual obligations.
- Ensure that there are systems in place so that program information is appropriately recorded to support effective program administration and demonstration of alignment with the ASQA Framework and relevant legislation, including the ESOS Act.

Teamwork, Strategy and Innovation

- As part of a management team, initiate and provide leadership within the school, contribute to the development and implementation of the school's strategic and business plans and partake in the School Executive.

Management/Leadership

- Manage, as directed by Director, the recruitment and selection of staff in your area of responsibility and manage new staff induction programs.
- Manage staff effectively by providing support and mentoring to your team, managing workplans, and by conducting regular performance reviews of program coordinators and teachers in your area of responsibility.
- Manage regular program reviews, and ensure staff make improvements in program content, student assessment methods and in program delivery that meet the needs of both students and industry.
- Manage the professional development activities for all staff in your area, to maintain and develop their skills and knowledge relevant to their profession or discipline, and to ensure vocational competence to the education level being delivered and assessed is maintained, recorded and reviewed annually thorough the University's workplanning process.

- Assist Director and relevant Finance Staff to manage resources, including staff, budget, program budget and timetabling. This includes effective and regular communication with Director and all staff in your organizational unit.
- Manage the teaching programs to ensure that University productivity targets are achieved and that consumables allocation is aligned to profile and budget parameters.

Professional Development

- Participate in professional development activities to maintain and develop skills and knowledge relevant to profession or discipline.
- Ensure that a record and evidence of vocational competence to the level of education being delivered and assessed is maintained and reviewed through the annual Workplan.

Key Selection Criteria

1. Demonstrated capacity to effectively lead and manage a team of staff in the design, implementation and evaluation of innovative teaching materials, products and services.
2. Demonstrated ability in ensuring current and contemporary vocational competence which meets and/or exceeds the education level being delivered and assessed.
3. Demonstrated effective organisational skills in the planning, development, implementation, operation and review of programs to achieve a quality-learning environment for students and staff.
4. A sound knowledge and understanding of the vocational education and training sector, and of the training requirements of relevant industries and ability to meet these needs through program design and assessment.
5. Capacity to implement strategies to cater for differing learning styles and approaches to study including gender and cultural influences, and the needs of disadvantaged groups.
6. Demonstrated highly developed interpersonal communication, leadership, negotiating and educational counselling skills that will enable success with students, industry clients, peers and management.
7. Demonstrated skills in the use of information and communication technologies.
8. An understanding of resource management issues, including finance, facilities, management, OHS, Equal Opportunity and Industrial Relations.

Mandatory Qualifications

Continuing Staff

VE Teachers appointed to a continuing position are required to meet all the following minimum standards.

1. Vocational Competencies

The appointee must be able to demonstrate vocational competencies at least to the level of those delivered.

2. Assessment and Delivery Competencies

The appointee must hold the *TAE40110 Certificate IV in Training and Assessment* from the TAE10 Training and Education Training Package as a minimum qualification. This consists of 10 units (7 core and 3 electives).

3. Teaching Qualification

To appoint a teacher at a classification of Teacher 3.1 or above, the appointee must hold a professional teaching qualification, defined as a qualification at Australian Qualifications Framework (AQF) Level 5

Diploma or above which includes supervised teaching practice and studies in teaching methodology or equivalent qualification accepted by the University.

Currently the qualification that RMIT recognises and supports is the *TAE50111 Diploma of VET*. Please note post 2013, there will be an equivalent replacement of this qualification.

Fixed Term Staff

As a minimum requirement VE Teachers appointed to fixed term positions are required to possess the vocational, assessment and delivery competencies.

The appointee must hold the *TAE40110 Certificate IV in Training and Assessment* from the *TAE10 Training and Education Training Package* as a minimum qualification. This consists of 10 units (7 core and 3 electives). Teachers, who do not possess the *TAE40110*, must be enrolled to complete the qualification and will be subject to RMIT supervision requirements. Teachers without assessor competencies are not permitted to assess training packages.

Teachers without the delivery competencies may deliver training, provided they have the vocational competencies at least to the level of those being delivered and receive regular guidance, support and direction from a designated person who does hold the mandatory qualifications and monitors and is accountable for the training delivery. This arrangement must be documented in the teacher's annual work plan. Records of regular meetings documenting the nature of the guidance, support and direction by the designated person must be documented in the workplan.

Note: Appointment to this position is subject to passing a Working with Children Check and other checks as required by the specific role. Maintaining a valid Working With Children Check is a condition of employment at RMIT.

Endorsed:	Signature: Name: Title: Date:	Approved:	Signature: Name: Title: Date:
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