



## JOB DESCRIPTION

POSITION DETAILS:	
<b>POSITION TITLE</b>	Program Coordinator, Vocational Education and Training(VET)
<b>REFERENCE NUMBER</b>	
<b>LOCATION</b>	UQ College, St Lucia
<p><b>Organisational Environment</b></p> <p>UQ College is based at UQ St Lucia Campus. It maintains its mission of preparing post school age students to be successful at University and has access to a wide range of facilities and services for students. It is important that its educational programs also reflect these new opportunities and the purpose of this position is to ensure that the College's Vocational Educational Programs are delivered to achieve student success in accordance with registration requirements.</p> <p>The VET Program</p> <p>The VET Program at UQ College is expanding with the College being registered to offer the Certificate IV in University Preparation, the Certificate IV in Adult Tertiary Preparation and also the Graduate Certificate and Graduate Diploma in Positive Behaviour Support. FSK20113 Certificate II in Skills for Work and Vocational Pathways is currently being registered on scope. More qualifications may be added to scope in the future.</p> <p>VET programs at UQ College are delivered in a number of modes including on-campus intensive and extended programs and importantly the College delivers programs online and through other flexible combinations.</p>	

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### PRIMARY PURPOSE:

The Program Co-ordinator VET position will perform the following key co-ordination functions within the College:

- Ensure the College delivers the highest standards of student learning and assessment;
- Oversee the delivery of Vocational Education Programs to ensure the appropriate vocational education registration requirements are met
- Create an engaging and relevant learning experience and achieve high levels of retention and completion;
- Develop a responsive learning environment, focused on the student/client, in close liaison with UQ College's management and delivery and assessment staff;
- Co-ordinate the continuous improvement of learning resources within VET Programs, assessments and student support directly associated with delivery of course(s) to ensure that the goals of all stakeholders are met or exceeded.
- Provide leadership in the development of teaching method and practice to enhance the long term sustainability of the College's VET Program and its links with its industry and community stakeholders.
- Engage in student support activities to assist with overall student management
- Ensure all VET programs within the College comply with the relevant ASQA standards
- Undertake other co-ordination tasks as defined from time to time by the General Manager – Education and Training.

The Program Co-ordinator will be responsible for educational improvement across VET programs for - course content, workbooks, validation & moderation, assessment processes, models of delivery, teacher communication & wellness, training plans and Blackboard Development for Courses within the VET Program.

### WORKING RELATIONSHIPS:

<b>DIRECT MANAGER</b>	General Manager – Education and Training
<b>DIRECT REPORTS</b>	Trainers/Teachers/Lecturers and Tutors, VET Programs

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KEY INTERNAL RELATIONSHIPS		KEY EXTERNAL RELATIONSHIPS	
Position	Frequency	Position	Frequency
<ul style="list-style-type: none"> <li>• General Manager – Education and Training</li> <li>• Manager – Business Development</li> <li>• Teaching staff, VET Programs</li> <li>• Students</li> </ul>	Daily  Daily  Daily  Daily	<ul style="list-style-type: none"> <li>• ASQA</li> <li>• ACPET,VELG</li> <li>• Other VET providers</li> <li>• UQ Staff re services to VET students</li> </ul>	Regularly  Regularly  Regularly  Regularly
<b>SCOPE &amp; AUTHORITY:</b>			
<b>People</b>		<b>Technical</b>	
Manages teaching staff in the College's VET Programs.		<ul style="list-style-type: none"> <li>• Overall Performance and Compliance of the College's VET Programs</li> </ul>	
<b>KEY RESULT AREAS:</b>			
<b>Course Content</b>	<ul style="list-style-type: none"> <li>• Quality course content delivering the highest standards of student learning and assessment is developed and/or maintained.</li> </ul>		
<b>Teacher Performance</b>	<ul style="list-style-type: none"> <li>• A high standard of teacher performance across VET Programs is achieved</li> </ul>		
<b>Student Engagement &amp; Performance</b>	<ul style="list-style-type: none"> <li>• High levels of student retention, completion and satisfaction are demonstrated.</li> </ul>		
<b>Continuous Improvement</b>	<ul style="list-style-type: none"> <li>• Ongoing improvements in the development of learning resources for VET Programs are undertaken to ensure that the goals of all stakeholders are met or exceeded.</li> </ul>		
<b>Compliance</b>	<ul style="list-style-type: none"> <li>• Ensure all aspects of College registration(ASQA) requirements for the delivery of the College VET Program are met.</li> </ul>		

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KEY ACTIVITIES:	
<p><b>Model and maintain high levels of teaching performance and the quality of delivery to ensure:</b></p>	<ul style="list-style-type: none"> <li>• Customized course delivery and assessment to meet student/client needs;</li> <li>• The provision of constructive and timely feedback to students, teaching staff and the College on learning and delivery issues;</li> <li>• Success in engaging and retaining students;</li> <li>• A co-operative and productive work environment is established maintained</li> <li>• The college is recognised for its excellence in VET delivery.</li> </ul>
<p><b>Identify and respond to market needs by:</b></p>	<ul style="list-style-type: none"> <li>• The delivery of education and training in a manner consistent with the College's directions and objectives, regulatory requirements, sector best practice and targets as negotiated with the General Manager – Education &amp; Training;</li> <li>• Supporting a continuous improvement process by developing, implementing and reviewing learning and assessment processes and quality initiatives as required to ensure a program's operational performance meets the College's standards ;</li> <li>• Contributing to reports on business and delivery performance as required by the College Executive.</li> <li>• Developing responses and actions arising from the outcomes of these reports.</li> <li>• Demonstrating capacity to ensure VET requirements of registration and audit are met.</li> </ul>
<p><b>Contribute to planning for innovative vocational education and training programs to meet student/client needs by:</b></p>	<ul style="list-style-type: none"> <li>• Responding to the needs of key stakeholders in developing learning and assessment models and resources.</li> <li>• Planning for the detailed requirements of cohorts entering each College Program in Vocational Education.</li> </ul>

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<p><b>Work closely with industry clients, staff and students using strong interpersonal skills to positively influence behaviours and hence the college culture and student experience.</b></p>	<ul style="list-style-type: none"> <li>• Resolve learning and teaching issues that may involve students and the College.</li> <li>• Work with other teachers on their approaches to resolving issues with other staff or students.</li> <li>• Work closely with industry to again respect and support for the students work.</li> <li>• Demonstrate commitment and behaviour which supports the objects and goals of UQ College</li> </ul>
<p><b>Demonstrate knowledge of and experience in complying with the regulatory and legal requirements applicable in the Education and Training sector across VET and General Education in ensuring compliance with all VET related standards.</b></p>	

### OPERATING ENVIRONMENT, FRAMEWORK, BOUNDARIES:

<ul style="list-style-type: none"> <li>• The activities of this role are conducted predominantly within the office and classroom environment however, external engagement may be required and online VET programs are managed by this role.</li> <li>• The online program may require the Program Coordinator VET to work some extended hours.</li> <li>• The College’s policies and procedures, as well as regulatory requirements, govern the activities undertaken by this position.</li> <li>• This role may carry a part time teaching load</li> </ul>
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### PROBLEM SOLVING/COMPLEXITY OF POSITION:

<ul style="list-style-type: none"> <li>• The role plays a critical part in establishing links between Vocational Education and other general education programs conducted by the College and with the University.</li> </ul>
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### DECISION MAKING AUTHORITY AND RESPONSIBILITIES:

- Decisions relating to the development of course content to ensure a high standard of student learning, assessment and engagement
- Recommendations to General Manager – Education and Training regarding staffing issues, such as recruitment, development planning, performance management and/or disciplinary activity.

### CAPABILITY PROFILE:

<b>Education</b>	<ul style="list-style-type: none"> <li>• A minimum of a Bachelor degree in one or more of the VET programs areas.</li> <li>• A TAE40110 Certificate IV in Training &amp; Assessment is required.</li> </ul>
<b>Work Experience</b>	<ul style="list-style-type: none"> <li>• Teaching experience in Post School Vocational Education Qualifications.</li> <li>• Demonstrated capacity to work across related disciplines.</li> <li>• Demonstrated understanding of the tertiary preparation and enabling sector and the needs of students transitioning to further study from Vocational Education Programs</li> <li>• Demonstrated full understanding of VET Compliance requirements</li> </ul>
<b>Planning/Organising and Adaptability</b>	<ul style="list-style-type: none"> <li>• Priorities and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organises or schedules other people and their tasks; Develops realistic action plan</li> <li>• Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events</li> <li>• Critical and analytical thinking</li> </ul>

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<b>Oral &amp; Written Communication Skills</b>	<ul style="list-style-type: none"> <li>Structures and conveys ideas and information in a way that effectively brings about understanding</li> <li>Tailors communication effectively for audience; Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Participates in meetings</li> <li>Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively</li> </ul>
<b>Customer Service Focus</b>	<ul style="list-style-type: none"> <li>Manages difficult or sensitive stakeholder interactions; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments</li> </ul>
<b>Professionalism &amp; Ethics</b>	<ul style="list-style-type: none"> <li>Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments</li> <li>Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and principles; Upholds organisational values</li> <li>Takes responsibility for own actions; Keeps commitments; Completes tasks on time or notifies appropriate person with an alternate plan</li> <li>Follows policies and procedures; Supports organisation's goals and values</li> </ul>

### Remuneration:

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The position will be fixed term 12 month contract position with the possibility of an extension.

It will be paid at a figure of \$3327.00 per fortnight plus a 9.5% superannuation contribution plus plus leave loading on 4 weeks annual leave, with 38 hours per week of attendance and may have contact teaching which will be negotiated with the General Manager of up to 25 teaching hours per week or an annualised total of 400 hours of teaching over 52 weeks.

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<b>AUTHORISATION:</b>	
<b>Direct Manager:</b>	
<b>Signature:</b>	
<b>Employee:</b>	
<b>Signature:</b>	

### Additional Information:

<b>General:</b>
<ul style="list-style-type: none"> <li>Any employee of the College is obligated to attend a staff induction program.</li> <li>Employees are bound by the principles of respect for the law and system of government; respect for people, integrity, diligence, and economy and efficiency, which are contained in the College's Code of Conduct.</li> <li>The College is committed to a flexible work environment and the successful applicant may be requested to perform duties that vary from those stated in the agreed duty statement.</li> <li>Some out of normal hours work and travel within Queensland and interstate may be required to fulfil education and training delivery options.</li> <li>The College will assess an applicant's skills, knowledge and abilities against the Capability Profile without prejudice regarding the origin of those skills, knowledge and abilities.</li> <li>The position will be based at the St Lucia Campus .</li> </ul> <p><b>Further information:</b>            Contact: Dale Williams            General Manager - Education &amp; Training            Phone: 07 3346 8222            Email: <a href="mailto:dale.williams@uqcollege.edu.au">dale.williams@uqcollege.edu.au</a></p>

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