## Position Description

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Manager, Performing Arts</th>
<th>Department:</th>
<th>Performing Arts</th>
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</thead>
<tbody>
<tr>
<td>Position Reports to:</td>
<td>Head of School, Creative Arts</td>
<td></td>
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<tr>
<td>Direct Reports:</td>
<td>Program Leader/s, HOPs</td>
<td></td>
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<tr>
<td>Time Fraction:</td>
<td>1.0 (38 hours per week)</td>
<td>Employment Type:</td>
<td>Ongoing</td>
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### Location:
You are employed to work at Melbourne Polytechnic, a multi-campus institution. Accordingly you agree to work at any location where Melbourne Polytechnic conducts its business at the direction of the Manager responsible for your area.

### About Melbourne Polytechnic

Melbourne Polytechnic offers the perfect combination of higher education and vocational learning, delivered by teachers with real-world experience and expertise. Through a network of six metropolitan campuses and a regional campus in Ararat, Melbourne Polytechnic offers a range of degrees, certificates and diplomas across the whole higher education and vocational training spectrum.

### Position Purpose

1. Provide educational leadership to the department to facilitate staff commitment and ensure the delivery of positive educational outcomes for students.
2. Lead and manage the strategic development of programs within the department.
3. Ensure revenue targets are met as set by Head of School.
4. Develop strong links with industry to ensure curriculum meets industry needs.
Key Responsibilities

- Manage within the discipline/s the curriculum design in line with industry and strategic needs.
- Provide strong leadership, skills and support to the Program Leaders within the School.
- Lead the discipline area in the planning and delivery of courses in line with the School and Institute strategy.
- Manage and oversee the operations of the Program Leaders.
- Engage and develop strong links within industry.
- Continually review curriculum in conjunction with industry and the Program Leaders based to ensure that industry and strategic needs are being met.
- Ensure revenue targets are met as set out by the Head of School.
- Develop budgets in conjunction with the Head of School and Finance department on an annual basis to meet Melbourne Polytechnics financial requirements.
- Monitor and analyze the monthly expenditure against the forecasted budget.
- Develop a professional development plan in conjunction with the Program Leaders for the discipline to ensure that staff are constantly up to date with their skills.
- Ensure systems and processes are consistent across the school in all day to day matters.
- Approve new technologies and innovations to enhance the learning experience
- Work with Learning and Teaching to provide professional development workshops for staff within the school that support improvements in teaching practices and students' learning outcomes.
- Manage staff performance of the Program Leaders within the school.
- Ensure that all Quality Assurance procedures are followed within the school and conduct audits within the department in conjunction with QA.
- Ensure that the Melbourne Polytechnic develops and grows according to client needs.
- Work with Student Experience and the Centre of Learning and Teaching to show improvements to student outcomes and Program Leaders
- Build and maintain strong relationships with Melbourne Polytechnic key stakeholders.
- Oversee and build inbound and outbound students in conjunction with the International Office.
- Identify staffing needs in conjunction with the Program Leader.
- Initiate and support collaborative projects across higher education and vocational education and training provision.
- Identify, develop and promote pathways, articulation and credit transfer opportunities that enhance students' opportunities and outcomes.
- Manage facilities, equipment and resources relating to the department.

Key Relationships

**Internal**
Heads of Schools
Program Leaders
Head of Programs (if applicable)
Leading Teachers
Non-teaching staff
Teachers
External
Apprentices (if applicable)
Students
Relevant Industry Bodies
Relevant Government Bodies
Community Groups
International Partners

<table>
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<tr>
<th>Key Performance Indicators (KPI)</th>
<th>Measures</th>
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<tbody>
<tr>
<td>To be discussed with the relevant Manager</td>
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Key Technical Competencies

Appropriate tertiary qualifications preferably to post graduate level together with extensive knowledge and background in teaching and training. An extensive knowledge of current issues in higher education and vocational education and training particularly as they relate to the areas taught within the school.

Demonstrated ability to manage and lead significant cultural change to a large and diverse group of staff.

Exceptional interpersonal skills including demonstrable leadership skills and the ability to conceptualize and implement the principles of inclusiveness across the school.

Demonstrated commitment to the Institute and its programs and to the principles of continuous improvement.

Highly effective communication, negotiation and interpersonal skills including the ability to obtain support at senior industry and government levels for the delivery of programs and training services.

Demonstrated record of the successful implementation of employer policies in a position with leadership responsibilities.

Demonstrated knowledge of and commitment to Occupational Health and Safety, Anti-Discrimination, Quality Assurance and Continuous Improvement.

Behavioural Competencies

At Melbourne Polytechnic all staff will behave in accordance with our Values of:

- Quality
- Fairness
- Integrity
- Collaboration
- Respect For The Individual
- Respect For The Environment
- Creating Opportunity Through Effort
- Personal Growth Through Knowledge
Limits of Authority

TBC

Qualifications, Licenses and Experience

Appropriate tertiary qualifications preferably to post graduate level together with appropriate years’ of industrial experience and a course of teacher training accredited at AQF5 level which includes supervised teaching practice and studies in teaching methodologies or equivalent.

An extensive knowledge of current issues in higher education and vocational education and training particularly as they relate to the areas taught within the school.

A Certificate IV in Training and Assessment (TAE40110) or equivalent.

Safety Issues Significant to the Position

Manual handling and extensive use of keyboard operation and visual display unit, as it relates to an office environment.

Health and Safety

All employees are responsible for:

- Compliance with the Institute policy, safety systems and applicable health and safety legislation and regulations
- Reporting any and all conditions or unsafe practices that may affect the health of employees or others to management promptly
- Recommending improvements to health and safety practices
- Adopting safe work practices that comply with health and safety requirements and must not wilfully place at risk the health and safety of any other person in the workplace
- Assisting in timely completion of any corrective action in accordance with reporting/investigation procedures
- Participating in relevant health and safety induction, training and other relevant activities
- Using and maintaining all safety equipment provided

Managers must also:

- Ensure all appropriate actions are taken to implement health and safety policies and procedures and legislative requirements
- Accept operational responsibility for health and safety performance within work areas under their control
- Where immediate resolution to a risk cannot be achieved and the threat to health and safety is immediate direct that work must cease.
- Ensure all issues raised and the handling of health and safety matters are treated seriously and sympathetically under the strictest confidence.
- Effectively communicate Health and Safety Policies, procedures and workplace issues with senior management and employees
- Support Health and Safety Representatives and First Aid Officers in fulfilling their responsibilities
- Ensure employees are provided with information, instruction, training and supervision to enable them to perform their work safely.
- Consult with employees and their Health and Safety Representatives on matters relating to workplace health and safety.
- Ensure health and safety responsibilities are included in all employees’ Position Descriptions under their control.
- Ensure health and safety performance and compliance is monitored at Site level and regularly reported to the CEO.

**Sign Off**

<table>
<thead>
<tr>
<th>Employee’s Name</th>
<th>Department Manager’s Name</th>
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<tr>
<td>Employee’s Signature</td>
<td>Department Manager’s Signature</td>
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