Position Description

Position Title: Program Leader – Bridging Science; General Education

Department: Bridging and Preparatory Studies

Position Reports to: Manager - Bridging & Preparatory Studies

Direct Reports: Teaching staff

Location:

You are employed to work at Melbourne Polytechnic, a multi-campus institution. Your contract will denote your employment location.

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

- To provide educational leadership to staff and students across the department programs and support the operational activities including quality assurance, student and staff issues, student progress and recruitment of students and staff.
- To undertake a leadership role in the coordination of programs delegated by the Manager such as, but not limited to, Bridging Science and General Education programs.
- To support the development of programs and curriculum through ongoing monitoring and annual reviews in order to achieve improved course outcomes
- To maintain effective liaison with industry and other agencies for the validation of current training and the implementation of future training options
Key Responsibilities

- Coordinate courses relevant to the department as delegated by the Manager.
- Provide educational leadership at a high level for staff and students within the program/s on educational related matters.
- Oversee curriculum re-design for the future in line with industry and strategic needs and recommend innovations to ensure curriculum is current and of a high quality.
- Effectively liaise with industry to understand for the validation of current training and implementation of future training options.
- Conduct performance discussions for lead teachers and teaching staff where required.
- Develop a professional development plan for staff in line with future needs of the department.
- Liaise with the International Office in relation to inbound and outbound overseas students.
- Allocate duties and rosters fairly across the department.
- Develop strategies within the department to ensure ongoing growth.
- Work with departmental staff to show improvements in student outcomes and develop lead teachers accordingly.
- Build and maintain strong relationships with Melbourne Polytechnic’s key stakeholders.
- Ensure integration of department activities across other departments within the programs.
- Research and recommend new technologies and innovations to enhance the learning experience.
- Ensure Quality Assurance procedures are followed within the Department and to assist in Quality Audits as appropriate.
- Oversee and develop program staff in all aspects of the day-to-day role.
- Provide advice in the preparation of program budgets to the Manager.
- Participate in department meetings and industry meetings as required.
- Coordinate and manage the administration in conjunction with lead teachers of the programs by:
  - Identifying staffing needs and recruitment of staff
  - Development of position descriptions
  - Identify requirements for professional development
  - Conduct performance reviews for Lead Teachers
  - Management of annual reports and student results and progress
  - Selection and Assessment of intending students
  - Maintenance of class attendance roles
  - Implementing new technologies
  - Managing teacher absences

- Promote Department programs and training services through activities including information sessions and expos
- Manage student grievances where applicable in accordance with institute procedures.
Key Relationships

Internal

Managers
Leading Teachers
Teachers
Non teaching staff

External:

Stakeholders and networks relevant to the disciplines within the program area.
Students

Key Performance Indicators (KPI)

To be developed with the Department Manager

Key Selection Criteria

1. A Degree or Diploma relevant to courses offered within the department and a course of teacher training accredited at Australian Qualifications framework level 5, which included supervised teaching practice and studies in teaching methodology or equivalent. Certificate IV in Training and Assessment is required (TAE40110). Working with Children Check and Police Check

2. A sound knowledge of the diverse areas within the Bridging & Preparatory Studies Department and a background in an industry related to the departments offerings.

3. Demonstrated capacity to effectively lead and manage a team of staff in the design, implementation and evaluation of innovative teaching materials, products and services.

4. Evidence of ability to lead and manage teaching staff and to work within required timelines.

5. Demonstrated effective organisational skills in the planning, development, implementation, operation and review of programs to achieve a quality-learning environment for students and staff.

7. 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.

8. Demonstrated highly developed interpersonal communication, leadership, negotiating and educational counselling skills that will enable success with students, industry clients, peers and management.

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

Delete if not applicable

Safety Issues Significant to the Position

e.g. 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

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Employee’s Name      Department Manager’s Name

______________________________   ________________________
Employee’s Signature      Department Manager’s Signature

Date:   /   /       Date:   /   /