

**POSITION PROFILE**

<b>Position Title:</b>	Manager, Vocational Studies	<b>Award Classification:</b>	ESA General Staff, Level 8 (\$83,186 base)
<b>Organisation Unit:</b>	Learning and Innovation – Vocational Education & Training	<b>Date Effective:</b>	May 2022
<b>Employment Term:</b>	Contract – 3 Years		

**OBJECTIVE**

The Manager, Vocational Studies, is responsible for the day-to-day management of NIDA as a Registered Training Organisation (RTO) with a focus on the high-quality delivery of NIDA's suite of Vocational Education and Training (VET) degree courses. This position ensures compliance with regulatory bodies, keeps abreast of the VET sector and relevant entertainment arts industry developments, and implements and maintains efficient administrative systems. The Manager Vocational Studies role includes extensive liaison with NIDA staff, students, alumni, and industry contacts.

**KEY ACCOUNTABILITIES**

- Monitor and manage NIDA's RTO requirements in accordance with the VET Quality Framework
- Monitor and manage VET Student Loans obligations as required by the Department of Education
- Ensure training and assessment processes are compliant with the Australian Skills Quality Authority (ASQA) requirements.
- Manage professional services for the VET division, including:
  - support for academic workload administration and teaching allocations;
  - coordination of casual and sessional academic teaching;
  - support for staff recruitment, student recruitment and admissions and liaise with internal stakeholders such as Marketing and Student Academic Services and Quality Assurance to achieve defined objectives;
  - data collation and reporting and provision of policy and procedural advice;
  - Advocate for positive solution-focused culture within the Learning and Innovation team.
- In conjunction with the Deputy Director, Learning and Innovation (VET), contribute to the development of courses
- In conjunction with the Deputy Director Learning and Innovation (VET), ensure VET offerings meet financial targets of established budgets
- Provide support to NIDA as required including participation in and support of Faculty projects and events.

- Undertake other relevant duties as required by your manager or their delegate.
- Adhere to best practice principles of Employment, Equity and Diversity
- Adhere to all WHS requirements of the organisation and relevant associated legislation.

### KEY CHALLENGES

- Ability to work independently and take initiative
- Managing competing demands, deadlines and short lead times
- Remaining abreast of changing VET guidelines and regulations.
- Ensuring professional standards of delivery and positive student experience.
- Maintaining productive communication channels between departments

### KEY PROFESSIONAL RELATIONSHIPS

<b>Reports to:</b>	Deputy Director, Learning and Innovation (VET)
<b>Supervises:</b>	Vocational Studies Administrator
<b>Internal:</b>	Pathways and Partnerships staff, other NIDA staff, students
<b>External:</b>	ASQA, Australian Govt. Department of Education, NSW Department of Education, students, trainers and assessors, industry representatives

### SELECTION CRITERIA

#### Essential:

- Tertiary qualifications in education or management and/or equivalent relevant experience.
- Management experience within an educational institution.
- Experience in the development of and /or management of educational offerings.
- High level communication skills, both written and verbal.
- High level project management skills and demonstrated experience in managing multiple projects.
- Ability to work with a broad cross section of internal and external stakeholders.
- Demonstrated willingness to embrace organisational change including use of emerging technology.
- Ability to analyse and problem solve in the context of change and continuous improvement.
- Experience in using electronic records management systems (RM8) or willingness to do so

#### Desirable:

- Training in, and management of, VET courses.
- Experience in a not for profit and/or government or educational environment.
- Interest in the performing arts.

**Personal Attributes:**

- Calm under pressure
- Service and outcome oriented
- Responsive and adaptable

**This Position Profile will be reviewed and updated on a regular basis to reflect changes in the requirements of the position.**