

## POSITION DESCRIPTION

<b>Position Title:</b>	Head of Diploma of Live Production and Technical Services
<b>Remuneration:</b>	\$104,457 gross per annum (based on a 5-day working week) + 12% Superannuation.
<b>Award Level:</b>	Level 9
<b>Employment Type:</b>	Full-Time
<b>Term of contract:</b>	1-year Fixed Term contract
<b>Award:</b>	Educational Services (Post-Secondary Education) Award 2020
<b>Business Unit:</b>	Learning and Innovation – Vocational Studies

### OBJECTIVE

The Head of the Diploma of Live Production and Technical Services (Head of DLPTS) is responsible for the planning and delivery of NIDA's accredited technical services course. In addition, the role is responsible for the planning and delivery of certificate level courses for secondary school teachers. This position ensures compliance with qualification and NIDA requirements, creating and implementing course documentation, overseeing the delivery of training and assessments, and teaching. The role includes extensive liaison with NIDA staff, students, alumni, and industry contacts.

### KEY ACCOUNTABILITIES

- Review and implement subject handbooks, and course timetables according to qualification and NIDA requirements
- Engage with teaching staff and students regarding course delivery expectations and requirements
- Ensure training and assessment processes are compliant with the Australian Skills Quality Authority (ASQA) and NIDA requirements
- Undertake regular teaching and assessment, as appropriate
- In conjunction with the Deputy Director Learning and Innovation (VET), ensure the technical diploma and certificate courses meet financial targets of established budgets
- In conjunction with the Deputy Director Learning and Innovation (VET) meet the requirements of the Standards for Registered Training Organisations (RTOs)
- Maintain a high level of learner and trainer satisfaction
- Undertake other relevant duties as required by your manager or their delegate
- Adhere to best practice principles of Employment, Equity and Diversity
- Adhere to WHS requirements of the organisation and relevant associated legislation

### KEY PROFESSIONAL RELATIONSHIPS

**Reports to:** Deputy Director, Learning and Innovation (VET)

**Supervises:** Casual teaching and production staff

**Internal:** Other NIDA Learning & Innovation staff members and other NIDA staff, students

**External:** Prospective trainers and assessors and students, and industry representatives

## SELECTION CRITERIA

### Essential:

- Certificate IV in Training and Assessment (TAE40110, or TAE40112, or TAE40116), or a diploma or higher-level qualification in adult education
- Knowledge and practice of Vocational Training, and learning and assessment, including competency-based training and assessment
- Skills and knowledge related to at least 2 areas of current practice in the Entertainment industry
- High level communication skills, both written and verbal to proactively communicate with learners and trainers and to respond effectively to learner and trainer needs
- 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
- Experience with and/or willingness to engage with practices that support an inclusive environment for marginalised people.

### Desirable:

- Experience in a not for profit and/or government or educational environment

## CONTINUOUS REVIEW

This Position Description may be reviewed and updated on a regular basis to reflect changes in the requirements of the position.

We are committed to creating an inclusive and supportive environment. If you require any reasonable adjustments during the application or interview process, please don't hesitate to email us at: [peopleandculture@nida.edu.au](mailto:peopleandculture@nida.edu.au)