

Canberra Institute of Technology

Position Description

POSITION NUMBER:	P41564
CLASSIFICATION:	TEACHER LEVEL 2
POSITION TITLE:	Senior Educator
DIVISION:	CIT Education and Training Services
BRANCH:	CIT Health, Community & Science
SECTION:	CIT Science
COST CODE:	1677
IMMEDIATE SUPERVISOR:	Manager Education Level 1, P51875

OVERVIEW OF CIT

Canberra Institute of Technology (CIT) is a dynamic, connected and diverse vocational education and training (VET) institute and is a Territory Authority established under the *Canberra Institute of Technology Act 1987*.

CIT plays a major role in the development of the ACT's future workforce and in building the skill base of the economy. Its core business is the design and facilitation of high-quality vocational programs, training and education and services to meet the needs of a diverse customer base – locally, nationally and internationally

CIT is Canberra's only government established provider of VET offering quality education and training through the development of unique learning experiences that meet training package requirements and provide students with meaningful and job ready qualifications. As a major contributor to the economic growth of the ACT, CIT plays a significant role in ensuring a qualified and skilled workforce, increasing skill levels for those self-employed, attracting international students, contributing to the ACT innovation ecosystem and driving life-long learning for the economic and social benefit for the future of the ACT.

The CIT Board has articulated CIT's key priorities and directions within CIT's *Strategic Compass 2025 – CIT Futures*. These directions are articulated within four themes:

- Leading change - raising our ambitions to meet new expectations
- Growing our region's economy - supporting jobs, economic resilience, and future prosperity
- Advancing Canberra's workforce – adapting our courses and means of delivery to provide skills for the future
- Transforming our business - investing in our business for viability and value

OUR PEOPLE

CIT comprises three Divisions. **Education & Training Services** Division comprises five teaching colleges, three support areas and the CIT Yurauna which is a service dedicated to Aboriginal and Torres Strait Islander peoples. Each College is led by a director, and supported by divisional services, **Corporate Services** and **Industry Engagement & Strategic Relations**, to provide quality vocational education in a range of areas. For details on CIT's organisational and governance structure refer to the CIT Annual Report.

The CIT Board's vision for CIT is for staff to collectively be raising our ambitions to meet new expectations; adapting our offerings to provide skills for the future; contributing to the new economy and positioning for prosperity; and investing in our business for viability and value.

CIT cultivates its workforce to embody a culture of innovation, adaptation and learning. As a public provider of vocational education, all staff model the CIT cultural traits (customer centric, collaborative, trusted, professionalism, adaptable, accountable and inspirational), as well as the signature behaviours that underpin the ACT Public Service (ACTPS) Code of Conduct.

CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

EDUCATION & TRAINING SERVICES DIVISION

The Education and Training Services Division is responsible for the integrity and delivery of teaching and learning across CIT to meet the needs of students. This includes oversight of CIT Colleges, CIT Yurauna, CIT Education Services, CIT Student Services, and CIT Library and Learning Services. The Division aims to meet the four promises of the Strategic Compass by providing a contemporary and positive student experience, incorporating:

- high quality vocational education and training, which is engaging, innovative and provides students with an authentic workplace-based learning experience;
- relevant and flexible delivery and scheduling of classes;
- seamless student information, enrolment and support services; and
- welcoming learning spaces and access to resources.

The Division ensures that CIT fulfils the compliance requirements set by vocational training and education regulators, including the Australian Skills Quality Agency (ASQA), the Tertiary Education Quality Skills Authority (TESQA), Skills Canberra (CMTEDD), and the ACT Board of Secondary Schools Studies (BSSS).

The core functions of the Division's support areas include:

- oversight of quality teaching delivery and student learning outcomes
- course design, development and continuous improvement
- student services and support
- quality and registered training organisation compliance
- ensuring whole of CIT strategic teaching and learning deliverables are being achieved
- digital and technology integration.

CIT HEALTH, COMMUNITY AND SCIENCE

CIT Health Community and Science is a teaching college comprising five departments: CIT Children's Education and Care, CIT Community, CIT Human Services, CIT Science and CIT Wellbeing/CIT Fit & Well. This college offers VET training programs from certificate II through to advanced diploma as well as bachelor degree programs. The student cohort includes Australian School-Based Apprenticeships (ASBAs) and apprentices/trainees. At present, the college has a presence at CIT Bruce with authentic learning environments for CIT students at CIT Student Massage Clinic and CIT Fit & Well. The leadership team of the college is the director and the heads of each of the departments. This position reports to the Executive Director, Education and Training Services.

THE POSITION

Under the general direction of the Manager Education Level 1, a Teacher Level 2 will, through quality leadership in, and management of education and related activities will contribute to the achievement of departmental goals.

RESPONSIBILITIES

- Provide leadership and guidance to support teachers and the department in relation to teaching and learning practices including:
 - Compliance in creation of learning and assessment according to current training package requirements, ASQA RTO standards 2015, and TEQSA higher education standards where required.
 - Innovation in assessment design and teaching delivery.
 - Development of flexible and online resources.
 - Student progression and provision of a quality student experience.
- Coordinate collaborative activities to develop curriculum for new and replacement programs.
- Represent CIT through customer-centred liaison with internal and external stakeholders including Industry, students, partners, and the community.
- Provide high level educational guidance to students, including the management or referral of student issues relating to education.
- Assist in the management and guidance of staff through performance feedback, coaching, mentoring, conflict resolution, and encouraging learning and development.
- Perform other duties relevant to the workplace as required and as requested by the Head of Department.
- This position does not involve direct supervision of staff.

PROFESSIONAL AND PERSONAL CHARACTERISTICS

- Ensure all interactions of the department are consistent with the CIT cultural traits (Customer Centric, Professionalism, Collaborative, Trusted, Adaptable, Accountable and Inspirational).
- Model the ACT Public Service values and signature behaviours.
- Create an environment that values and utilises the contribution of others.

SELECTION CRITERIA

The following capabilities form the criteria that are required to perform the duties and responsibilities of the position.

1. Leadership and team work

- Demonstrated experience in supporting and guiding staff in program and project development, delivery, and compliance processes. Experience in coaching, mentoring and assisting with conflict resolution within teams.
- Experience in working collaboratively within the department and across CIT. Ability to generate new and creative ways of working.

2. Students & Education/ Vocational education and training (VET)

- Demonstrated knowledge of current practices in vocational and adult education including flexible and online pedagogy.
- Proven ability to provide high level educational guidance to students.

3. Industry

- Proven ability to liaise with clients and stakeholders through well developed verbal and written communication skills.
- Capability to develop and maintain working relationships with industry and key stakeholders to promote and enhance program opportunities, ensure Industry relevant learning and assessment practice, and in a manner that aligns with CIT's strategic compass.

4. Profession

- Capability to provide support and guidance to teachers to maintain professional currency, and provide professional development opportunities relevant to staff needs.

5. Culture

- Demonstrated ability to model the CIT cultural traits and ACT Public Service values and signature behaviours.

6. Quality and Continual Improvement

- Proven ability to review curriculum, and to maintain a continuous improvement process through the use of quality assurance tools.
- Capability to apply CIT policies and principles in relation to VET and other educational standards (for example higher education and secondary education).
- Knowledge of and ability to work in accordance with and implement Respect, Equity and Diversity (RED), student equity, workplace participation and workplace health and safety (WHS) frameworks; and mandatory reporting obligations concerning suspected child abuse under the *Children and Young People Act 2008*.

QUALIFICATIONS AND EXPERIENCE

MANDATORY QUALIFICATIONS AND/OR REGISTRATIONS/LICENCING

Refer to the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2021 – 2022, sub-Clause 40.

All employees at Teacher Level 1.7, 1.8, Teacher Level 2 and Manager Education Level 1 must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40116 or equivalent) and a Diploma of Vocational Education and Training (or equivalent).

Industry Experience

In accordance with sub-Clause 40.10 of the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2021 – 2022.

- All employees at Teacher Level 1 or Level 2 are required to have relevant industry experience and vocational qualifications equal to that being taught, or as specified in the applicable training package or accredited curriculum specifications.

DESIRABLE

Prior leadership experience in a teaching department.

Office use only

Date Position Description updated: 28/03/2022

RITM Number: 3264627