

### TAFE Lead Educator (T6)

<b>POSITION NUMBER</b>	
<b>ORGANISATIONAL UNIT</b>	Chief TAFE Officer and CEO, VU TAFE
<b>POSITION REPORTS TO</b>	College Executive Director/Director
<b>OVERALL PURPOSE</b>	<p>The TAFE Lead Educator is responsible for delivering a range of high-quality educational innovations and or development projects /products that benefit VU TAFE, the student experience and the industries and communities we serve.</p> <p>The TAFE Lead Educator ensures compliance with ASQA, TEQSA, VRQA, and HESG standards and contributes to the continuous improvement of teaching practices and resources.</p>
<b>ORGANISATIONAL CONTEXT AND RELATIONSHIPS</b>	<p><b>Within the University the position:</b></p> <ul style="list-style-type: none"> <li>• Works closely with the Executive Director/Director, Managers and Senior Educators within the College/Department to ensure the efficient delivery of educational leadership, innovation and or development programs and projects.</li> <li>• Works primarily with the College/Department (name)</li> <li>• Supervised by the Executive Director/Director</li> </ul> <p><b>Outside the University the position liaises with:</b></p> <ul style="list-style-type: none"> <li>• Industry partners, government or community stakeholders.</li> </ul>
<b>LOCATION/CAMPUS</b>	This position is currently located between the Sunshine, Footscray Nicholson and Werribee campuses of the University though this position may be relocated to any other existing or future University work location.

#### KEY CAPABILITIES

Victoria University is committed to building core capability across VU through investment in our staff, our systems and our processes. We will develop the capabilities of our staff to:

**Deliver** – Excellence Results-driven, accountability, problem solving focus.

**Engage** – Customer service mind-set internally, externally and particularly for students.

**Collaborate and Partner** – Build successful relationships, communicate effectively, influence and negotiate.

**Innovate** – Entrepreneurship, growth, continuous improvement, digital transformation.

**Lead** – Inspire direction, lead change, manage and develop people.

#### OUR ORGANISATION

Victoria University has a bold and ambitious new vision, and a seven-year strategic plan characterised by five strategic drivers. Victoria University’s Strategic Plan 2022-2030 Start Well, finish brilliantly, also commits the University to be one of the leading impact-driven universities in the world by 2030.

VU has a new pedagogic and curriculum approach: the VU Block Model. This, along with the VU First Year

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# TAFE

## Position Description

College, has been one of the leading learning and teaching innovations in the Australian tertiary education sector over the past decade. VU TAFE is a leading TAFE provider, renowned for its industry collaboration and its digital innovation in delivery.

At Victoria University, our research focuses on the development and sustained application of ethical knowledge in all its forms, done in partnership and collaboration, to address the challenges of people, places and planet. In 2022, VU launched its [Research and Impact Plan 2023-2028](#) and is one of the top ten sports science universities in the world with more recent, yet equally profound, achievements in health sciences; immunology; green engineering; the circular economy; and First Nations.

### STRATEGIC DRIVERS

To achieve our vision, we have identified five Strategic Drivers, with a high-level objective, and the goals to get us to our 2028 target. Our vision is big, ambitious and achievable.

1. Learner-Centered for Life
2. Partnering with Principle
3. Maximising Research with Impact
4. Protecting Country
5. A Thriving Place to Study and Work

### VISION

To be one of the leading impact-driven universities in the world by 2030.

### PURPOSE

We are of Melbourne's west and of the world – championing progressive and excellent education, research, service and a deep commitment to Protecting Country.

## ORGANISATIONAL UNIT

Victoria University (VU) TAFE is the vocational education division of Victoria University which offers job-ready qualifications, upskilling and reskilling for existing workers, pathways to further studies, workforce development and exposure to real-life work skills. VU TAFE offers nationally accredited qualifications from Certificate I – IV, Diploma and Advanced Diploma as well as Higher Education Diplomas and Foundation Programs, short courses and professional development for a diverse range of vocational fields. VU TAFE also offers English Language programs, VCE/VCAL and VET programs for secondary school students.

TAFE brings VU's vocational education offer together in specialist delivery areas:

- the College of Trades, Technology and Hospitality,
- the College of Health, Early Childhood and Community Services,
- The Centre of VU Transitions and
- Business Development, Industry, Government Funding and Projects

In line with VU's Strategic Drivers, especially Learner-Centered for Life and Partnering with Principle, VU TAFE works very closely with industry partners; several are co-located on our campuses, enhancing the student industry experience. The success of VU TAFE is based on the high quality of our delivery, core values and our people.

VU TAFE is a leader in digital innovation, with an award-winning blended learning model (Learn Awards), expertly designed to equip learners with the technical skills and the thinking abilities needed to adapt and thrive in a modern work setting.

Note: This position sits in the VU TAFE College portfolio.

### MAJOR TASKS AND ACCOUNTABILITIES

In performing the duties of this position, the incumbent is required to work within the University policies, procedures and other legislative/regulatory requirements, and to work independently, as well as within a collaborative environment.

The TAFE Lead Educator will deliver projects that draw on a range of tasks and accountabilities depending on the focus of the College/Department at a given time.

#### Innovation

- Drive the design and implementation of innovative teaching and learning and assessment strategies that enhance student engagement and employability outcomes.
- Lead the integration of emerging technologies, digital tools, and flexible delivery models to improve access and responsiveness to industry needs.
- Foster a culture of continuous improvement by piloting and evaluating new educational practices, ensuring alignment with best practice and accreditation standards.
- Identify opportunities for vocational education innovation that reflect evolving workforce skills, future industry trends, and diverse learner needs.

#### Education Leadership

- Provide strategic and practical leadership to teachers, in the design and innovation of programs and assessment whilst promoting excellence in vocational education, training, and student engagement.
- Mentor, coach, and develop teachers to build capability, share expertise, and encourage professional growth.
- Champion collaboration with industry partners, employers, and professional bodies to strengthen workforce pathways and partnerships.
- Models and fosters inclusivity, respect, and a learner-centred culture.

#### Education Development

- Oversee the development of vocational education programs/product to relevance and enhance the student experience while ensuring quality and compliance.
- Support professional development opportunities for teachers to enhance pedagogical practice, digital literacy, and industry currency.
- Build pathways for students through partnerships, pathway agreements, and initiatives that promote lifelong learning.
- Lead development initiatives that align training programs with community, regional, and national skills needs.

#### Business Development

- Build and maintain strong relationships with industry, community, and government stakeholders to identify opportunities for collaboration and growth.
- Lead initiatives to expand VU's vocational education profile through new initiatives, programs, and partnership models.
- Drive revenue growth by aligning training solutions with industry demand, workforce needs, and

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emerging skills requirements.

- Develop innovative strategies that balance educational quality with financial sustainability.
- Represent the organisation at industry forums, networking events, and professional bodies to strengthen brand and reputation.

### TYPICAL/MAJOR CHALLENGES

- Achieving key deliverables of the position in a complex and volume environment, adhering to relevant VU policies and procedures.
- Balancing compliance and innovation – Meeting strict ASQA and funding requirements while still pushing for creative, flexible, and future-focused training solutions.
- Rapid industry change – Keeping programs aligned with evolving technologies, workforce needs, and government skills priorities.
- Funding pressures and sustainability – Working within limits (resources, competition, and ensuring programs are financially viable while maintaining quality).
- Student diversity and equity – Addressing varied learner needs (e.g., digital literacy, language support, equity cohorts) to ensure successful outcomes.
- Building and sustaining partnerships – Navigating complex relationships with industry, employers, and government to secure opportunities and maintain credibility.
- Adapting to digital disruption – Integrating online, hybrid, and emerging technology platforms effectively for both staff and students.

### LEVEL OF SUPERVISION

Operates under broad direction from the Executive Director/Director and may be required to supervise teachers/ small project team members on short term basis.

### PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

- Strong understanding of VET and the regulatory environment and a broad understanding of university operations, governance and decision-making processes, including quality assurance policies and procedures and other relevant legislative requirements.
- Significant expertise in the area of responsibility. High level communication skills with extensive knowledge of key stakeholders, TAFE processes and protocols, an understanding of key issues in VET and Higher Education that inform development and implementation initiatives.
- Sound ability to plan, develop, implement and review outputs and projects ensuring their alignment to the University's strategic priorities and VU TAFE's plans with capacity to drive transformational change with 'built in quality' and continuous improvement.
- Demonstrated capacity to take a lead role in working effectively and collaboratively with multi-disciplinary teams.

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### KEY SELECTION CRITERIA

#### Essential

- An approved degree, diploma or certificate or other tertiary qualification/s at a minimum of AQF 5 relevant to the role.
- A Training and Assessment qualification: Certificate IV in Training and Assessment (TAE40116 or TAE40122); or Certificate IV in Training and Assessment (TAE40110) with 'Address Adult Language, Literacy and Numeracy Skills' (TAELLN411 or TAELLN401); and 'Design and Develop Assessment Tools' (TAEASS502, TAEASS502A or TAEASS502B)
- A current E (Employee) Working with Children Check (WWCC) or VIT registration.
- Proven education/ pedagogy leadership capability in vocational education with a demonstrated ability to foster excellence, collaboration, and continuous improvement.
- Demonstrated experience in learning product design or review ensuring programs are compliant, high-quality, and responsive to workforce and industry needs.
- Evidence of innovation in teaching and learning, including the integration of emerging technologies, flexible delivery models, or industry-informed practices.
- Strong track record in staff development, including mentoring, coaching, and building capability in pedagogy, digital literacy, and industry engagement.
- Experience leading educational development initiatives that respond to learner, community, regional, or national skills priorities.
- Well-developed industry and stakeholder engagement and representation skills, with experience such as: influencing outcomes through presentations, networks, forums, and professional bodies.
- Commitment to equity, diversity, and inclusion with demonstrated ability to implement learner-centred practices that improve access, participation, and outcomes for diverse cohorts
- Knowledge and understanding of current vocational education and training (VET) policy, sector reforms, and compliance requirements, and ability to respond strategically to changes in the operating environment.
- Awareness of OHS responsibilities and be committed to imparting information, activities and actions to students as an ongoing and integral component of all workshop activities and attend OHS training as required.

#### Desirable

Qualifications or experience in Project Management.