Canberra Institute of Technology
RTO Code 0101 | CRICOS No. 00001K

Canberra Institute of Technology
Position Description

POSITION NUMBER:	**PN 34887**
CLASSIFICATION:	**EDUCATOR LEVEL 2**
POSITION TITLE:	**Educator Level 2 - Vocational Leader**
DIVISION:	**CIT Education & Training Services**
BRANCH:	**CIT Trade Skills**
SECTION:	**Building Management**
COST CODE:	**33580**
IMMEDIATE SUPERVISOR:	**PN 51872**

ABOUT US

Canberra Institute of Technology (CIT) is a dynamic, modern, and diverse vocational education and training (VET) institute of learning - and plays a major role in the development of the ACT's future workforce and building its skill base. As the ACT's public provider of VET, we are the cornerstone of the local skills and training system and deeply embedded in our community. The critical role we play in the Canberra economy and society is demonstrated by the significant influence of our graduates and educators. Our alumni embody excellence and proficiency in their respective vocations.

At our core, we strive for inclusion, providing equal access to education and training and enabling anyone to pursue their learning and career goals. We are dedicated to supporting social inclusion, offering all who walk through our doors a sense of place and belonging, and the confidence to participate in the workforce.

Our strategic ambition is outlined in our CIT Strategy 2025-2035: *Skilling for the future equipping you for life*. This strategy sets four objectives to guide our actions towards achieving our vision to be *renowned for our inclusive and dynamic approach to teaching and learning that meets the needs of students, industry and the community*. These strategic objectives are:

- Our training meets the skills needs of today, tomorrow and beyond.
- Our teaching and learning is leading edge and enhances student outcomes.
- Our people are equipped to achieve our strategy.
- Our foundations support the delivery of our strategy and enable future growth.

OUR PEOPLE

Office use only

Date Position Description updated: 20/8/26 RITM Number: RITM6264737

CIT cultivates its workforce to create an environment where our people thrive, are motivated and embrace leading roles in achieving our ambitions. Our values of student-centric, belonging, connection, excellence, integrity and wellbeing guide every decision and action that we take. They steer us towards our purpose and create a culture of trust, collaboration and accountability. These values are aligned to the ACTPS values and signature behaviours which are underpinned by the ACT Public Service (ACTPS) Code of Conduct.

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

EDUCATION FUTURES AND STUDENTS' DIVISION

The Education Futures and Students Division offers a dynamic learning experience that equips students for success and lifelong employability, providing them with the tools and resources they need to thrive in a changing world. Led by experienced and innovative education leaders and educators, the division is committed to delivering future-focused teaching and enhancing student outcomes.

The division focuses on integrating leading-edge educational design and delivery technologies, supported by digitally enabled learning environments, innovative teaching methods, and robust academic quality and assurance systems. The division is dedicated to offering a wide range of student engagement and support services, ensuring that an increasing number of lifelong learners can study and upskill at CIT. Through strong collaborations with industry partners, CIT's education and training programs remain responsive to emerging skills needs and relevant to the local job market.

COLLEGE OVERVIEW

CIT Trade Skills CIT Trade Skills is a teaching college comprising of seven departments: CIT Automotive, CIT Construction, CIT High Risk and Finishing Trades, CIT Electrical Trades, CIT Horticulture and Floristry, CIT Building Management and Drafting, and CIT Plumbing and Metals. This college offers VET training programs from Certificate II through to Advanced Diploma and short courses for High-Risk licensing. The student cohort includes Australian School-Based Apprenticeships (ASBAs) and apprentices/trainees, full time and part-time students. Our custom-built training facilities at Fyshwick, Bruce and Woden campuses allow learners to develop industry-standard skills in a safe, supportive, simulated, and supervised setting. These facilities provide learners with invaluable real-world experience, thoroughly preparing them for their future careers. The leadership team of the college is the College Director and the heads of each of the departments. This position reports to the Head of Department - CIT Building Management and Drafting

DEPARTNMENT OVERVIEW

CIT Building Management and Drafting delivers a diverse range of qualifications and short courses supporting the building and construction, drafting, and workplace safety industries. The department teaches a diverse student cohort, including Australian School-Based Apprentices (ASBAs), industry professionals seeking licence outcomes or professional development opportunities. It delivers programs from short course Statement of Attainments, Certificate II through to Diploma level in areas including Construction Pathways, Building and Construction Management, Building Information Modelling (BIM), and Engineering Drafting, as well as mandatory industry safety training and licensing related programs.

Office use only

Date Position Description updated: 20/8/26 RITM Number: RITM6264737

CIT Building Management and Drafting is recognised for its strong industry connections, practical training approach, and commitment to student success. Staff work collaboratively with industry associations, regulatory bodies, and employers to ensure training remains relevant, innovative, and responsive to workforce needs. The department provides a supportive and rewarding environment where educators can share their industry expertise, contribute to future workforce development, and engage in continuous professional growth.

The department forms part of the wider CIT Trade Skills College and works closely with other trade areas to support learner pathways across the construction sector.

THE POSITION

As a member of the teaching team within the Trade Skills College, this role primary responsibility is to deliver educational programs and facilitate learning to enable students to achieve their desired outcomes and qualifications. The role of an educator at CIT is diverse and as a professional educator key components of this position are to help, construct, guide and enhance the learning process of our students whilst maintaining strong connections with industry.

Under the direction of the Head of Department, an Educator Level 2 will perform a range of varied tasks including professional, educational, administrative, and training duties. These activities may include providing a flexible and varied educational experience, development and quality assurance of training products and evaluation of learning outcomes. This role will work with the leadership team to construct innovative programs designed to upskill and transition the existing workforce, as well as programs to increase the pipeline of students.

Office use only

Date Position Description updated: 20/8/26 RITM Number: RITM6264737

RESPONSIBILITIES

Educator Level 2 role will include but is not limited to:

- Providing leadership and guidance to support Students in relation to training progression, learning pathways and completion including:
    - Advising and supporting students on meeting course requirements, enrolment, progression and learning pathways as well as notification for Awards?
    - Provide leadership and support to Australian Apprentices and Trainees including compliant reporting processes in line with the ACT Standards Compliance Guide for Australian Apprenticeships (ACT Quality Framework) requirements, such as student progression and reporting.
    - Provide high level educational guidance to students, including the management or referral of student issues impacting on their education to appropriate CIT student support services.
- Providing leadership, guidance and mentoring to support educators in relation to teaching and learning practice including:
    - Leadership and guidance to educators to support student progression to ensure a quality student experience.
    - Support and guidance to educators in the development and use of flexible, innovative and blended learning tools to deliver training programs to a range of student cohorts with different needs. Develop quality learning and assessment resources aligned with training package requirements, current industry practices, new technologies and Australian codes and standards
    - Assist in the development of curricula, including Training Package implementation, Vocational Education & Training (VET) accredited courses, and non-accredited training options as required.
    - Maintaining compliance with the VET Quality Framework & 2025 Standards for Registered Training Organisations (RTOs) and ACT Standards Compliance Guide for Australian Apprenticeships (ACT Quality Framework).
- Coordinate and lead RPL processes, including:
    - Review, create and update eLearn RPL courses
    - Manage RPL applications
    - Review, create and update RPL tools to ensure compliance with Unit of Competency (UoC) and 2025 Standards for RTOs.
    - Collaborate with other EL2 educators and relevant CIT stakeholders to ensure consistency with CIT RPL processes.
- Working with CIT support services including but not limited to: CIT Student Support, CIT Foundation Skills, CIT Apprenticeships and Traineeships, & CIT Student Association (CITSA) to support student progress.
- Support the Head of Department in the management of training delivery, including effective liaison with internal and external stakeholders including program partners, industry, prospective students, educators and general staff.
- Contribute to an inclusive high performing team through innovative practice, collaboration, and teamwork.

Office use only

Date Position Description updated: 20/8/26 RITM Number: RITM6264737

- Oversee the accurate and compliant recording of student activity and performance. Maintain and update student progress and other details on the institute's student information management system.
- Maintain vocational and industry currency through appropriate professional development activities as specified in the agreed Setting My Direction (SMD) performance development plan.
- Contribute to organisational culture through the promotion and modelling of CIT's values and the ACT Public Service values and signature behaviours.
- Teach as directed up to the number of hours prescribed in the CIT Educators Enterprise Agreement. Other duties as appropriate to the classification and as requested by the Head of Department. This position may include direct supervision of staff.

PROFESSIONAL AND PERSONAL CHARACTERISTICS

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

Professional / Technical Skills and Knowledge

- Demonstrated teaching and assessment expertise, including the design, delivery and continuous improvement of high-quality training, assessment and learning resources that support positive student outcomes.
- Demonstrated knowledge and application of VET compliance and quality frameworks, including the 2025 Standards for Registered Training Organisations (RTOs), ACT User Choice requirements, and CIT policies and procedures.
- Demonstrated industry and VET sector knowledge, with the ability to maintain industry and VET currency, respond to emerging trends and reforms, and build effective relationships with industry and stakeholders to ensure training remains relevant and industry focused.

Behavioural Capabilities

- Demonstrated leadership capability, including the ability to mentor, guide and support educators and students, foster collaboration, and contribute to a positive learning environment that promotes student progression, engagement and success.
- Demonstrated strategic thinking and change management skills, including the ability to contribute to planning, identify opportunities for improvement, implement innovative initiatives, and support organisational change.
- Ability to ensure all interactions are consistent with the CIT Values, ACT Public Service values and signature behaviours, Respect, Equity and Diversity framework (RED, workplace health and safety (WHS) frameworks; and mandatory reporting obligations concerning suspected child abuse under the Children and Young People Act 2008

Office use only

Date Position Description updated: 20/8/26 RITM Number: RITM6264737

QUALIFICATIONS AND EXPERIENCE

Mandatory Qualifications

Refer to the ACTPS CIT Educators EA 2023-2026, sub-Clause M10.4.

All employees engaged at the Educator Level 2 classification must:

All new employees engaged at the Educator Level 2 classification with Vocational Education Training (VET) responsibilities must:

- hold a Training and Assessment Certificate IV level qualification (such as a TAE40116 or equivalent);
- hold a Diploma of Vocational Education & Training (or equivalent) with high-level qualifications desirable

Registration/licensing

- All CIT and ACTPS employees are required to complete a criminal history record check form prior to employment.

Industry Experience

In accordance with sub-Clause M10.10 of the ACTPS CIT Educators EA 2023 - 2026.

- All employees at Educator 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. Relevant VET industry experience is essential.
- This is a teaching position. The successful applicant will be required to contribute to the delivery of programs within the Building Management & Drafting department.

Office use only

Date Position Description updated: 20/8/26 RITM Number: RITM6264737