

Canberra Institute of Technology Position Description

POSITION NUMBER:	P35384
CLASSIFICATION:	EDUCATOR LEVEL 2
POSITION TITLE:	Senior Educator
DIVISION:	Education Futures and Students
COLLEGE/BRANCH:	CIT Health, Community & Science
SECTION:	CIT Children's Education & Care
COST CODE	1578
IMMEDIATE SUPERVISOR:	Head of Department, P51887

OVERVIEW OF CIT

Canberra Institute of Technology (CIT) is a dynamic, modern, and diverse vocational education and training (VET) institute of learning - and plays a key role in the development of the ACT's future workforce and building its skill base. Our core business is the delivery of high-quality vocational training and education programs and services to meet the needs of a diverse customer base – locally, nationally, and internationally.

CIT trains over 20,000 students each year, touching more lives post-secondary school than any other tertiary education institution in the ACT. As a major contributor to the economic growth of the ACT, CIT plays a significant role in ensuring a qualified and skilled workforce, attracting school-leavers and international students, increasing skill levels for those self-employed, contributing to the ACT innovation ecosystem, and driving life-long learning for the future economic of the ACT.

OUR PEOPLE

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 FUTURES AND STUDENTS DIVISION

The Education Futures and Students Division provides a dynamic learning experience, which prepares students for success and lifelong employability, and ensures our graduates have the tools and resources they need to succeed in an ever-changing world. The division is led by experienced and innovative education leaders and educators, who are committed to delivering future-focused teaching and learning and improving student outcomes.

The division's work focuses on the integration of leading-edge education design and delivery technologies, facilitated through digitally enabled learning and innovation spaces and teaching methods, and underpinned by academic quality and assurance systems and processes. The division is also dedicated to providing a broad range of student engagement and support services, to ensure an increasing number of lifelong learners can study and upskill at CIT. Collaborative relationships with industry partners ensure CIT's education and training programs are responding to new and emerging skills needs, and relevant to the local jobs market.

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. 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 Fit & Well, CIT Student Massage Clinic, CIT Dog Daycare, Burrumbah Early Learning Centre, Nursing laboratories and Aged Care & Disability training facilities. The leadership team of the college is the director and the heads of each of the departments.

CIT CHILDREN'S EDUCATION AND CARE

The CIT Children's Education and Care Department delivers training from Certificate III level through to Diploma level qualifications in Children's Education & Care and Education Support. Training is delivered through the Australian Apprenticeship Framework and also through full time, part time and flexible study modes. The department works collaboratively with industry and with other areas across the College of Health, Community & Science and CIT to create unique innovative learning opportunities for students.

THE POSITION

Under the general direction of the Head of Department, an Educator Level 2 will, through quality leadership in and management of education and related activities, contribute to the achievement of departmental goals.

RESPONSIBILITIES

- Provide leadership and guidance to support educators and the department in relation to teaching and learning practices including:
 - Generating and implementing new and creative ways to deliver competency-based training and assessment to meet the specific needs of a diverse range of students with a range of methodologies, education/instructional design and educational technologies.
 - Knowledge of Vocational Education and Training (VET) changes including trends, regulatory requirements, quality assurance and best practice.
 - Expert advice on the quality, efficiency, and effectiveness of course, program or project delivery.
 - Overseeing supervision, training, and professional development of staff.
- Monitor and evaluate relevant developments in education theory and educational technologies and advise the CIT Health, Community & Science College of these developments.
- Provide curriculum support and development to the department to enhance the delivery of programs at all AQF levels.
- Represent CIT through effective liaison with internal and external stakeholders including partners, industry, and the community.
- Provide educational and program support and advice to students in the department.
- 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.
- Other duties as appropriate to classification and as requested by the immediate supervisor.

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

- Experience in supporting teams in training, delivery, assessment, and recognition processes relative to the priorities and objectives of CIT and the National VET/Tertiary environments. Demonstrated experience in leading, supporting and initiating innovation in educational projects.

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

- Demonstrated knowledge of VET and student learning initiatives including adult learning principles, teaching, and learning practices, assessment development strategies, national reporting requirements and the capacity to work with colleagues to continually improve teaching and learning innovations.

3. Industry

- Demonstrated high quality client and stakeholder engagement which achieves optimal outcomes including the ability to engage and negotiate with industry, CIT staff and other organisations. Supporting this you must display highly developed written and oral communication skills, including liaison, negotiation, mediation, presentation and representation abilities to foster consultative work environments.

4. Profession

- Ability to work effectively and establish and maintain collaborative professional working relationships in a variety of team situations and with commercial clients.
- Demonstrated commitment and capacity to actively contribute to a broad range of professional knowledge and educational practices in relation to the programs delivered in the department and with the capacity to reflect, evaluate and improve professional expertise in contemporary and future teaching and learning technologies.

5. Culture

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

6. Quality and Continual Improvement

- 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 ACTPS CIT Educators Enterprise Agreement 2023-2026, sub-Clause M10.8.

Clause M10.8 states that all employees at Educator Level 1.3 (TL1.7) to the Head of Department Level 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).

Must be eligible to obtain a Working With Vulnerable People Registration card.

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.

DESIRABLE

- Proven successful engagement with industry areas relevant to Early Childhood Education and Care or Education Support
- Leadership / Management experience
- Bachelor of Education, Management or relevant higher-level qualification.
- Hold a drivers license

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Date Position Description updated: 05/09/2024

RITM Number: