

NORTHERN SYDNEY INSTITUTE

**Manager Teaching and Learning-Offshore
IM1
International Students Services
Crows Nest
Permanent Full Time**



Job Reference Numbers: 261070

Total remuneration package valued up to \$118,389 pa, including salary (\$107,285), employer's contribution to superannuation and annual leave loading.

Duties: Provide leadership in educational delivery, management of AQTF requirements, and operational planning and implementation to ensure whole-of-business offshore vocational and educational training is quality assured, innovative, learner focussed and compliant. Coordinate the delivery of Northern Sydney Institute (NSI) programs in offshore sites in order to achieve business objectives including the maintenance of Institute and regulatory requirements, increase customer satisfaction, and grow Institute enrolments and income generation.

Selection Criteria:

Appropriate tertiary qualification or equivalent and knowledge and experience in the vocational education and training sector. Experience in the delivery of offshore programs. Excellent conceptual, analytical, negotiation and communication skills; demonstrated cultural awareness skills and ability to communicate with clients from a non English speaking background. Demonstrated ability to manage organisational change and to implement quality improvement practices particularly in the educational environment; proven skills in innovative, teams based project management. Demonstrated knowledge, skills and experience in planning and business systems and processes. Proven experience and ability to manage Institute resources and performance indicators within AQTF/RTO/ISO/CRICOS guidelines. Demonstrated understanding of compliance requirements of AQTF and proven capacity to provide strategic advice and direction in the context of international business. Proven experience in implementing performance management strategies. Knowledge and experience in TAFE NSW systems and experience in process and systems management. Knowledge of and commitment to the Department's Aboriginal education and training programs.

Note 1 Applicants must obtain an information package which contains mandatory forms which must be completed and returned with the application. 2. It is an offence under the NSW Child Protection (Prohibited Employment) Act 1998 for a person convicted of a serious sex offence to apply for this position.

Inquiries: Virginia Williams (02) 9448 4509

Information Package: Recruitment Officer (02) 9942 3963 or by email to recruitment.nsi@tafensw.edu.au

Applications (quoting JRN) to: Recruitment Coordinator, Human Resources Services Unit, TAFE NSW Northern Sydney Region, Locked Bag 1453, See Street, MEADOWBANK NSW 2114.

Closing date: Friday , 6 November 2009