

<b>Position Title</b>	Team Leader, Foundation Skills
<b>Department</b>	Education
<b>Reports To</b>	Manager, RTO
<b>Location</b>	Adelaide, Brisbane, Melbourne, Perth or Sydney

### Position Purpose

The Team Leader, Foundation Skills will ensure the use of best practice to design, develop, and deliver courses in foundation skills for Deaf and hard of hearing adults, including Certificate III in Individual Support through consultation with, and at the direction of the Manager, RTO.

The Team Leader, Foundation Skills will be responsible for balancing the needs of industry, employers, students and funding bodies with the current training package requirements to ensure high quality resources and program resources. The Team Leader will lead and support the Foundation Skills team to design and deliver courses in NSW and QLD primarily with the possibility of expansion into other states. They will lead the delivery of the NSW program including instructional design for that program. They may also support with the delivery of the QLD program as required.

The Team Leader, Foundation Skills will be responsible for understanding any new delivery requirements as we grow into other areas of Australia and make recommendations regarding additions to our scope or new skillsets, as well as grant and funding opportunities.

The Team Leader, Foundation Skills Qualifications will ensure compliant and timely reporting against the Funding Agreements we have in place.

The Team Leader, Foundation Skills will ensure that the training workforce have the skills, knowledge, and tools to deliver high quality training and assessments. The role will contribute to the recruitment of new staff and be accountable for the induction of new staff, the identification of professional development needs and the development or sourcing of training opportunities to meet those needs. They will work with and at the direction of the Manager, Workforce on the implementation of the Workforce Development Strategy to grow the training workforce.

### Position – Key Result Areas

**Has direct responsibility over** [1]  
**Shares responsibility with others** [3]

**Recommends, advises, interprets** [2]  
**Provides information** [4]

### Accountability [1-4]

#### Operational Management

[1]

At the direction of and in consultation with the Manager, RTO oversee the day-to-day operations of the Foundation Skills courses including:

- Deploy training staff to best meet the needs of the courses we are delivering,
- Develop, monitor and review work schedules of staff, trainers and instructional designers,
- Ensure trainers receive adequate and appropriate training, development, support and supervision in order to enhance the quality of our courses,
- Engage and ensure staff engage in the application of Workplace Health and Safety practices,
- Lead and manage staff performance issues as they arise,
- Manage and decide on the structure, frequency of our delivery in order to meet budgetary income targets and student demand, Identify gaps in delivery and ensure compliance with training packages through auditing current units and implementing rectification measures as necessary,
- Assist in assessing the effectiveness of course materials that are produced and provide innovative solutions and clever uses of technology to enhance the student learning experience,

- Make decisions on appeals and student complaints in relation to training and assessments of our Foundation Skills courses,
- Fulfill all reporting obligations as per our funding contracts (AVETMISS, monthly/quarterly/or tri-annual reports, performance and progression reports, acquittals, etc.),
- Work with the Coordinator, Quality to plan and conduct validation activities in compliance with the Standards for RTOs 2015,
- Contribute to and collate information for funding and grant applications.

### Resource Development

[1]

In consultation with the Manager, RTO, the Team Leader, Foundation Skills will:

- Oversee, coordinate and support with the design, development and review of training, learning and assessment resources, course materials (including schedules), and mapping documentation across the Foundation Skills courses,
- Ensure the compliance of all learning materials as per ASQA Standards for RTOs 2015, as well as contractual obligations, and review programs regularly to ensure ongoing compliance,
- In collaboration with the Coordinator, Online Learning, develop and maintain the Learning Management System, including the development of online courses utilising multimedia course authoring software,
- Develop effective and integrated methods of assessment and work with other Team Leaders in other qualifications to ensure consistency across all programs were possible,
- Evaluate at regular intervals, learning platforms and make recommendations on changes/innovations.

### Growth and Development Activities

[1]

Work with the Manager, RTO and other Team Leaders to:

- Review and update current policies, procedures and work instructions,
- Create a high functioning, engaged and aligned training team,
- Identify opportunities to expand our courses' footprint by exploring best practice models and reviewing evidence-based research relating to online, videoconferencing and blended delivery, as well as delivery across our program areas,
- Identify opportunities to add to our scope to increase our program offerings,
- Identify and investigate funding opportunities to expand the delivery of various Foundation Skills courses across Australia,
- Review student responses to the Customer Satisfaction tools and make adjustments to program materials as necessary,
- Contribute to continuous improvement of the programs and implement actions from the continuous improvement register,
- Contribute to and assist the Team Leader, Quality & Compliance with audit processes,
- Lead industry engagement activities and contribute to reviews of the relevant training packages,
- Develop a workforce strategy and recruit new trainers.

### Compliance

[1] [3]

Be accountable for all documents, reports, records and associated aspects being maintained in alignment with:

- ASQA RTO standards
- ISO 9001: Quality Management Systems
- State based funding contracts
- Internal Audits

### Other duties as required

## Decision Making

Decisions	Recommendations
Development of strategies for Manager's approval	Policy and service directions and priorities
Working within the organisation's business plans	Recommendations on appointments for advertised roles
	Recommendations on program design concepts and processes that impact trainers and other program areas

## Primary Relationships

Internally	Purpose
Manager, RTO	Direct line management, strategic direction and advice
Manager, Auslan & Interpreting Qualifications Team Leader, Auslan Qualifications Team Leader, Auslan Qualification Trainers Team Leader, Student Services Team Leader, Interpreting Qualifications Team Leader, Quality & Compliance	Collaboration, liaison, support, advice
Program Coordinator, Auslan Qualifications, Coordinator, Online Learning	Collaboration, liaison, support, advice
Outreach Support Officer, Coordinator, Foundation Skills Qualifications Administration Officer, Student Services, Foundation Skills Trainers	Line management, support, advice
Other Education staff	Shared strategic direction, collaboration and optimization of resources
External	Purpose
Organisational Stakeholders	Consultation and involvement in policy and service development
Other RTOs	Collaboration and sharing of resources
Members of the Deaf community	Consultation and support
Hard of hearing individuals	Consultation and support
Family and community members	Service relationship

### Persons or functions that report to the position holder:

- Outreach Support Officer
- Coordinator, Foundation Skills Qualifications
- Trainers whose work is substantially in the delivery of Foundation Skills courses

## Knowledge and Skills - Critical Skills

Requirement for Skills / Knowledge in this position

N = None	L = Little Need	D = Desirable
M = Moderate	I = Important	C = Critical

	N	L	D	M	I	C
Innovating					*	
Planning						*
Organising						*
Financial Management					*	
Customer/Client Orientation						*
Administration					*	
Auslan						*
Vision					*	
Data Gathering						*
Problem Solving						*
Deciding					*	
Implementing						*
Communicating						*
Lobbying			*			
Negotiating						*
Consulting						*
Participating						*

### Selection Criteria

#### Essential

- Demonstrate experience working in vocational education including knowledge of Australian Quality Training Framework (AQTF) and the National Standards for Registered Training Organisations,
- Ability to develop, plan, implement and manage multiple projects,
- Have strong interpersonal skills,
- Be highly organised and have strong attention to detail,
- Have strong written and signed or spoken communication skills,
- Excellent organisational and time management skills.

#### Desirable

- Knowledge of the Deaf community, Auslan and culture.

#### Salary

Salary will be based on qualifications and level of experience. Salary packaging will also be available.

**Please sign below your agreement of the above position description.**

Name \_\_\_\_\_ Signature \_\_\_\_\_

Date \_\_\_\_\_