

TAFE Queensland

Vacancy Reference No...../.....
Closing Date...../...../.....

Job Title: TUTOR

College: Refer to advertisement for details
Institute: WIDE BAY INSTITUTE OF TAFE
Division: TAFE Queensland
Location: Refer to advertisement for details
Award: TAFE TEACHER AWARD / SENIOR COLLEGE AWARD
Salary Range (per annum): \$34,654 - \$40,811 Step 1-5
Employment Status: Refer to advertisement for details

Note to applicants

- Applications will remain current for a period of 12 months.
- Selection will be based on how well applicants meet the selection criteria therefore it is essential that applicants specifically address all the selection criteria.
- The application should also include a resume (i.e. curriculum vitae) that briefly outlines contact details, employment history and /or relevant experience, achievements, and names of at least 3 (three) referees and their contact details.
- Applicants are required to disclose relevant criminal history. Refer to "Other Information" section for details.
- Applicants are required to disclose if they have received a voluntary early retirement package from the Queensland Public Service in the last 12 months.

Purpose

To conduct tutorials for the purpose of revising and consolidating student learning in theory and practical classes and to assist with student assessment in Certificate, Advanced Certificate, Associate Diploma and Diploma courses.

Organisational Environment

The Wide Bay Institute is one of fifteen Institutes, which make up TAFE Queensland. It seeks to support individual, community and industry needs in the Wide Bay Region and to grow national and international markets by providing client focussed, exceptional quality learning experiences.

The Wide Bay Institute of TAFE is comprised of the Bundaberg and Maryborough Colleges and the Hervey Bay Senior College. It delivers around 2.3 million student contact hours per year, employs about three hundred and eighty (380) equivalent full-time staff and has an annual budget of 32 million dollars.

The Institute embraces the important traditional values of excellence in the delivery of industry relevant vocational education and training; the provision of second chance educational opportunities; the support for disadvantaged groups; and partnering with community stakeholders, all underpinned by integrity, accountability, leadership, learning and teamwork.

Approved.....Institute Director

To keep pace with emerging global trends, WideBay TAFE is committed to its clients, staff, innovation, creativity, quality and focuses on:

- responsiveness to change,
- flexible client services and outcomes,
- business acumen,
- efficiency of operations, and
- a desire to expand operations beyond regional boundaries.

WideBay TAFE believes that its staff are the basis of its success and seeks to build organisational capability which results in highly skilled, motivated achievers, recognised as clever, responsive, creative and innovative, who deliver quality services in a sustainable organisation.

The Institute was the 1999 winner of the Australian and Queensland Training Provider of the Year Awards.

The broad functions which will be undertaken by TAFE Queensland teachers and other members of the delivery team are:

- curriculum design and development;
- delivery of a wide range of programs and services (at the College/Institute, in the client workplace and in the community at large);
- liaison with clients from industry and other sectors of education.

An expanding and increasingly important function will be client liaison. TAFE Queensland's relationship with individuals, industry and other educational sectors is crucial to its provision of relevant programs and services. Emerging functions for staff include marketing, public relations, advertising, promotion and negotiation. A critical awareness of social, economic and political issues at local, at state, and at national and international levels are of growing importance in the role of a teacher. In addition to the foregoing curriculum and delivery functions required by clients there is a significant range of commercial functions, which are becoming more prominent. For example:

- job design/redesign/evaluation;
- application of modern technology practices;
- training needs analysis;
- skills analysis/audit;
- surveys;
- industry skills assessments;
- workplace trainer and assessor training;
- customised training;
- consultancy services.

The position of Tutor reports directly to the relevant Associate Director.

The position is accountable for the daily management of risk, health and safety practices within its' own area of responsibility. It is also required to contribute to the achievement of best practice in the Institute wide risk management and safety programs.

WideBay TAFE has implemented a quality assurance system based on the requirements of AS/NZS ISO 9001:2000 Quality Management System and the Australian Quality Training Framework (AQTF). A willingness to see continual improvement of such systems for ongoing benefit is an underpinning value of TAFE Queensland.

Approved.....Institute Director

Duties

1. Provide support to students through the conduct of tutorials and to teachers through the provision of support in assessment.
2. Monitor the operation of the subject and the reaction of students and communicate such information to the teacher.
3. Provide tutorial assistance and subject advice to students as applicable.
4. Conduct tutorials as directed by the teacher.
5. Contribute to subject planning and development through participation and contribution to the self-managing team.
6. Meet with the teacher on a regular basis to discuss issues such as tutorial exercises and subject content.
7. Provide advice on trends and practices in instruction and training in industry.
8. Co-ordinate and maintain instructional records as required by the self-managing team.
9. Contribute to the achievement of the Institutes outcomes and objectives by being client focussed, responsive, flexible and committed to the delivery of a quality service, whilst continually seeking improvement.
10. Contribute to the achievement of TAFE Queensland's quality policies by encouraging an environment where high quality work is achieved and is supported by the adherence/development of quality system documentation.

Developmental Awareness

The Department of Employment and Training is committed to the development of improved financial capability. The expectation is that employees will be aware of their responsibility towards enhancing their current skills base with financial skills development. This will be reviewed annually as part of the formal Achievement Planning process of the Department.

Delegated Responsibilities

This position will be required to undertake specific responsibilities/accountabilities as determined by the Teachers' Awards – State and/or the relevant educational administrator.

Selection Criteria

Mandatory Requirements

1. A tutor shall have qualifications and/or experience, which meet the recognised occupational competency standards relevant to their field/area and to the level of instruction.

Where these do not exist, a tutor shall have qualification at least equal to the level of the course/s, to which he/she is assigned, plus relevant work experience, and the maintenance of applicable registrations/licenses.

2. A tutor will have completed or agree to complete a course in an approved instructional program.

Approved.....Institute Director

Key Selection Criteria

1. Demonstrated capacity for self-management, participative decision-making, team participation and the ability to accept, promote and manage change.
2. Ability to demonstrate instructional effectiveness including knowledge of contemporary industry practice, content knowledge, quality student interaction, effective preparation and assessment.
3. Ability to contribute to course planning, development and assessment through participation and contribution within the self-managed team.
4. Demonstrated capacity to strengthen the links between industry, education and other providers of education and training.
5. Basic understanding of safe, equitable and anti-discriminatory work practices and the ability to be flexible, responsive and deliver quality client service and improvement in an environment of continuous change.
6. Demonstrated commitment to self-development with the focus on instructional skills, technology, skills update and contemporary industry practices.
7. Knowledge of accepted safety practices and ability to impart to groups.

Other Information

- This position is located at **(Refer to advertisement for details)**
- Staff may be required to work across locations, work after hours and on occasion travel intra/interstate.
- All staff are obligated to attend a staff induction program including annual workplace health and safety sessions.
- The position is governed by the Award indicated in the position details section. In addition to this Award the position is covered by the TAFE Queensland Educational Staff Sub-Agency Certified Agreement 2003, TAFE Queensland Certified Agreement 1997, the TAFE Queensland Wide Bay Institute - Institute Implementation Agreement 1997 and the State Government Departments Certified Agreement 2003.
- The Institute is committed to multi-skilling their employees and the successful applicant may be requested to perform duties that vary from those stated in the job description.
- As public sector officials, TAFE Queensland employees are bound by the principles of respect for the law and system of government, respect for people, integrity, diligence, and economy and efficiency, which are contained in the Department's Code of Conduct.
- The Department of Employment and Training is an Equal Employment Opportunity employer aiming to gain a workforce more representative of the wider community. In communities where members of an identified EEO group predominate, all efforts will be made to recruit applicants from that target group.
- Smoking is prohibited in Queensland State Government buildings and vehicles.
- It is part of our consciousness at the Wide Bay Institute to promote and encourage Workplace Health and Safety. Our commitment to a safe and healthy work environment is achieved through the promotion and development of safer and healthier work practices and conditions involving each and every staff member

Approved.....Institute Director

participating on a voluntary basis. In this respect every employee is responsible and accountable, at least to the extent of "Duty of Care" (Workplace Health and Safety Act - 1995).

- All successful appointees will be expected to demonstrate the same level of occupational health and safety consciousness, and support and contribute towards risk management initiatives developed in the Region. The Wide Bay Region also has a policy of active involvement in the rehabilitation of injured or occupationally unwell employees to ensure a speedy and safe return to active employment in the Institute.
- It will be noted that, within this Job Description, the possession of a tertiary qualification is not included with the selection criteria. The Department values the enhanced work performance derived from the expended knowledge base and skills attainment resulting from formal tertiary training and encourages both its existing and prospective staff to undertake such training.

However, the Department equally acknowledges that such enhanced work performance can be achieved through other learning experiences including, on the job training, structured professional development or life experiences.

The Department will assess an applicant's skills, knowledge and abilities against the selection criteria of the job description without prejudice regarding the origin of those skills, knowledge and abilities.

- Applications (**preferably** one (1) original plus two (2) copies of the complete document) should be forwarded to:

Private & Confidential
The Vacancy Processing Officer
Corporate Solutions Queensland
Wide Bay Institute of TAFE
LMB 279
MARYBOROUGH 4650

by email to Sandra.M.Brown@csq.qld.gov.au or delivered to the Reception Desk, Wide Bay Institute of TAFE at the following locations:

Bundaberg College, Walker Street
Hervey Bay College, Urraween Road
Maryborough College, Nagel Street

Disclosure of Criminal History

Under the *Criminal Law (Rehabilitation of Offenders) Act 1986* any applicants for jobs in, or operating out of, TAFE Queensland institutes are required to disclose their relevant criminal convictions in relation to certain offences. Such a disclosure will not necessarily preclude you from appointment.

Offences required to be disclosed include criminal convictions, whether committed in Queensland or elsewhere, related to:

- Offences of a sexual nature;
- Offences related to drugs misuse;
- Offences against morality;
- Assaults of females; abduction;
- Offences against liberty; or
- Offences relating to marriage and parental rights and duties

as defined in Chapter 22,32,33 or 34 of the *Criminal Code* or the *Drugs Misuse Act 1986*, Part 2.

Approved.....Institute Director

Offences are required to be disclosed by the nominated applicant for the job at the conclusion of the shortlisting and interview process. At that stage, the nominated applicant will be asked to complete a *Criminal Conviction Declaration Form* and provide details of any relevant convictions. This form must be returned to the Chair of the Selection Committee in a sealed confidential envelope. All nominated applicants (i.e. the most meritorious applicants) will be checked through the Queensland Police Service for any relevant criminal history, regardless of information supplied on the *Criminal Conviction Declaration Form*.

Job Description Approval

Approved by the delegated officer on / / .

Approved.....Institute Director

