Role Description
TAFE Queensland Brisbane

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Operations Manager (Nursing)</th>
<th>Job Ad Reference Number</th>
<th>TQB15056</th>
</tr>
</thead>
<tbody>
<tr>
<td>Region</td>
<td>TAFE Queensland Brisbane</td>
<td>Closing Date</td>
<td>31 March 2015</td>
</tr>
<tr>
<td>Portfolio</td>
<td>Education and Registrar</td>
<td>JEMS No.</td>
<td>TD191</td>
</tr>
<tr>
<td>Location</td>
<td>Brisbane North and Brisbane South</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salary</td>
<td>$95,789 to $102,716 full-time per annum, plus superannuation contributions of up to 12.75% of your annual salary</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employment Status</td>
<td>Temporary full-time for 2 years, unless otherwise determined</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**About TAFE Queensland**

TAFE Queensland is the largest and most experienced provider of further education and training in Queensland offering practical, industry-relevant training to over 165,000 students annually, across more than 500 program areas.

On 1 July 2013, TAFE Queensland was established as an independent statutory body under the *TAFE Queensland Act 2013*.

The TAFE Queensland network comprises a Head Office in Brisbane and six regions delivering training from Thursday Island to the Gold Coast, from Bundaberg to Roma and across the South-east corner of Queensland. The TAFE Queensland regions are:

- TAFE Queensland Brisbane
- TAFE Queensland SkillsTech
- TAFE Queensland Gold Coast
- TAFE Queensland East Coast
- TAFE Queensland South West
- TAFE Queensland North

TAFE Queensland is an organisation that puts our customers – students, employers, communities – at the centre of everything we do.

As an employee of TAFE Queensland, you will be part of the state’s leading provider of further education and training committed to quality teaching, a safe working environment and delivering real outcomes for our students.

For more information about TAFE Queensland visit [www.tafeqld.edu.au](http://www.tafeqld.edu.au)

**Our Region**

TAFE Queensland Brisbane is the largest of TAFE Queensland’s regions delivering programs from ten locations as well as offering innovative online and workplace learning. Each year TAFE Queensland Brisbane educates over 40,000 local and international students in areas including business, hospitality and tourism, community services and health, civil engineering, architectural studies, interior and landscape design, fashion, visual arts and photography. TAFE Queensland Brisbane has strong connections with universities and industry with programs geared towards higher-level qualifications and real employment opportunities.
Your Opportunity

As a key leader within the Education Portfolio, you will contribute to the strategic and operational planning processes to ensure the provision of quality, cost effective teaching and related vocational education and training services. You will lead and manage a highly effective educational delivery team to provide options to exceed the needs of the market and customers in a contemporary learning and teaching environment.

This position sits in the Faculty of Nursing, Health and Community Services and reports to the Director of Faculty.

Key Responsibilities

- Contribute the success of transformation and cultural change through promoting and modelling the established values of Commerciality, Teamwork, Innovation and Accountability.
- Establish and maintain quality networks and relationships with key stakeholders within the relevant industry.
- Drive employee development opportunities and assist with the induction and mentoring of new staff within the organisation.
- Support to team managers in building their capability to lead and manage semi-autonomous business teams that build revenue and customer satisfaction.
- Utilise innovative business solutions to assist team managers in timetabling activities for the Faculty and teams ensuring programs are financially viable, resourced effectively and adhere to educational qualification outcomes.
- Consult and negotiate with internal service providers on behalf of the Faculty to ensure required business outcomes are met.
- Manage the achievement of key performance indicators relating to contractual revenue sources.
- Analyse performance data against negotiated key performance indicators to identify required remedial action and ensure targets are met.
- Working in collaboration with the Director of Faculty and Team Managers, support and where required lead key human resource management issues within the Faculty including negotiation and development of teacher performance development plans, leave management and professional development and industry currency.
- Support the Faculty Director in the general management and operations of the Faculty including contributing to the development, planning and monitoring of the budget and the development and writing of responses to tender and sales opportunities.
- Support the Faculty Director in building leadership and management skills of Team Managers.
- Manage educational processes on behalf of the Faculty including award eligibility, packaging rules, graduation workbench and program registration.
- Maintain an understanding of the commercial aspects of TAFE including financial and business performance and any impact from external factors.
- Actively engage with industry, business and the community.
- Continuously promote new ways of improving efficiency by reducing cost and enhancing outcomes.

Success Factors for the Role

1. Demonstrated ability to contribute to the development of plans, strategies and key performance indicators.
2. Demonstrates capacity to analyse client needs, define goals and manage resources effectively to deliver high quality results within specified timeframes.
3. Ability to develop, lead, motivate and support work teams providing a range of services in an environment of change with an emphasis on best practice.
4. Highly developed interpersonal and communication skills including proven negotiation and conflict resolution skills, as evidenced by significant achievement in development of work practices that foster productivity.
5. Demonstrated flexibility and responsiveness and has the initiative, attitude and ability to thrive within a dynamic, challenging and changing environment.
Qualifications / Requirements

Mandatory requirements:
- There are no mandatory requirements for this role.

Highly desirable requirements:
- Qualifications in Nursing
- Extensive industry experience in the Allied Health/Nursing sector.
- Knowledge of the Vocational Education and Training (VET) sector.
- Well-developed interpersonal and management skills.

How to Apply

To apply for this position, please provide the following via email: Vacancies.Brisbane@tafe.qld.edu.au
- Resume including contact details for two referees (one of whom is your current Manager); and
- A covering letter that outlines your knowledge, skills and ability to fulfil the responsibilities of the role (maximum of 2 pages). Please include your preference/s on which Faculty you would like a Team Manager position in.

For further information about this position, please contact:
Jane McPhee, Executive Director Education and Registrar on telephone (07) 3215 1584 or via email Jane.McPhee@tafe.qld.edu.au.

Additional Information

- The duration of this position will be dependent on work demands and the availability of ongoing funding.
- You may be required to travel and work across the Region.
- Travel and overnight absences from base may be required of this position.
- It would be highly desirable for the incumbent to possess a current driver’s licence.
- A criminal history check will be initiated on the successful applicant.
- A non-smoking policy applies in Queensland government buildings, offices and motor vehicles.
- If the successful applicant has been engaged as a lobbyist, a statement of their employment is required.
- You may be required to complete a period of probation.
- Additional information is available online at: http://tafebrisbane.edu.au/about-us
THE SELECTION PROCESS

The selection process involves a range of selection techniques which can include a structured resume, a written application, interview, practical exercises, work samples, aptitude and ability tests, role plays, structured group and/or individual exercises. All applicants for TAFE Queensland jobs are required to undergo a criminal history check.

The Selection Panel

A selection panel, consisting of at least two people, including a chair person will assess your application.

The selection panel will have adequate knowledge of the requirements and outcomes of the job and must select applicants on the basis of merit to ensure that the best possible applicant is selected for the job.

The Role Description

This document provides you with information about the job such as the purpose, the key accountabilities, the reporting relationships, any mandatory qualifications or requirements and the key responses.

Mandatory Requirements
Where required, mandatory levels of qualifications and experience must be specified and met in order for your application to be considered and progress.

Application Process

The role description will outline the application process. The application process will vary between roles and so applicants should not assume that a formal written application addressing the basis for assessment is required.

The selection panel will screen applicants using an appropriate method to develop a shortlist of applicants to be further assessed.

The Interview

All interviewees will be asked the same questions which have been developed from the selection criteria to assist the selection panel to assess how well you match the requirements of the position.

It is suggested that you give some thought to the type of questions that might reasonably be asked to ensure your answers accurately reflect your capabilities. Your answers should describe actual situations or tasks in which you have been involved.

This is your opportunity to explain or clarify information provided in your application.

Proof of qualifications must be provided at interview.

Other Selection Techniques

The selection panel will choose selection techniques they consider relevant to the job. You may also be asked to provide examples of previous work, or complete a skills test, or undertake appropriate tests or structured group and/or individual exercises.
Referee Checks

Referees of applicants will be contacted during the selection process to verify the information gathered about the applicant’s ability to meet the criteria.

At least one (1) referee should have first-hand knowledge of your conduct and performance within the previous two (2) years. Written personal references should not be included within your application.

This information will be used to supplement the final selection decision. If contact with your current supervisor will cause a problem, please advise panel accordingly.

AFTER THE SELECTION PROCESS

Notification of Appointment

Once the selected applicant has been appointed, both the appointee and all unsuccessful applicants will be notified as soon as possible.

Post Selection Feedback

Post selection feedback is available to all applicants upon request. This can be arranged through the chair of the selection panel.

Feedback is based upon an assessment of your suitability in relation to each of the key responses.

GENERAL INFORMATION

Code of Conduct

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 Queensland Government Code of Conduct and the TAFE Queensland’s Standard of Practice.

Citizenship Requirements

A person is eligible to work for TAFE Queensland if they are:

- An Australian citizen; or
- A person who resides in Australia and has permission or a right to be granted permission, under Commonwealth law, to remain in Australia indefinitely; or
- A New Zealand citizen who has a special category visa or a right to be granted a special category visa under Migration Act 1958 (Cwlth).”

If you do not meet these requirements you cannot be appointed in a permanent capacity with TAFE Queensland.

Equal Employment Opportunity

TAFE Queensland is an Equal Employment Opportunity employer aiming to gain a workforce more representative of the wider community.

Smoking

Smoking is prohibited in Queensland State Government buildings, offices and vehicles.

TERTIARY QUALIFICATIONS

TAFE Queensland values the enhanced work performance that derives from the expanded knowledge base and skill attainment resulting from formal tertiary training and encourages both its existing and prospective staff to undertake such training.
However, TAFE Queensland 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.

TAFE Queensland will assess an applicant’s skills, knowledge and abilities against the requirements of the Role Description without prejudice regarding the origin of those skills, knowledge and abilities.

**General Information**

Travel between TAFE Queensland campuses may be required. Some after-hours work may be required.

TAFE Queensland is committed to the multi-skilling of staff; as such performing duties that vary from those stated in the Role Description may be required.

**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 of Conduct or Drugs Misuse Act 1986*, Part 2.

Offences are required to be disclosed by the nominated applicant for the job at the conclusion of the short-listing and interview process. At that stage, the nominated applicant will be asked to complete Consent to Obtain a Criminal History Check Form and provide details of any relevant convictions.

This form must be returned to the chair of the selection panel 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 relevant TAFE Queensland form.

**LODGING YOUR APPLICATION**

The role description will outline the application process, advertised jobs are visible on the Seek.com website up until the closing date. Applications must be received by the closing date. A late application may be considered within reason at the discretion of the selection panel.

Documents should be in Microsoft Word or PDF format.

*TAFE Queensland collects Applicant Information for the purpose of establishing and maintaining recruitment records. Only authorised TAFE Queensland officers have access to this information. Your personal information will not be disclosed to any third party without your prior consent or unless authorised or required by law.*