Thank you for your interest in applying for a vacancy with TAFE Queensland. If you require further information regarding the job you wish to apply for, please liaise directly with the contact person indicated on the Role Description.

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.

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*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.*
Role Description
TAFE Queensland Brisbane

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<th>Job Ad Reference Number</th>
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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

Our Region

TAFE Queensland Brisbane is the largest of TAFE Queensland’s regions delivering programs from ten metropolitan 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 TAFE Queensland Brisbane Tutor, you will work closely with teachers and provide a tutoring service which supports a quality educational experience to a wide range of clients through:

- Outcome focused vocational education and training (VET) programs
- Linking with industry, schools, universities, other TAFE and VET providers
- Maintaining currency with industry practices, workplace delivery and a variety of contemporary teaching methodologies and philosophies.
- Providing a quality, enjoyable and compelling student experience through continual enhancement and adaptation to learning styles.

These positions sit in the Faculty of Business, Hospitality, Tourism and Personal Services within the Education and Commercial Programs portfolio and report to the Team Manager.

Key Responsibilities

- Contribute to the success of transformation and cultural change through promoting and modelling the established values of Commerciality, Teamwork, Innovation and Accountability.
- Provide support to students through the conduct of tutorials and to teachers through the provision of support in assessment.
- Contribute to the development of blended and distributed learning products.
- Prepare, coordinate, maintain and review instructional plans and records to meet the changing needs of clients.
- Monitor the operation of the subject and the reaction of students and communicate such information to the teacher.
- Foster links with industry and source advice on trends and practices to enhance learning progress.
- Contribute to subject planning and development through participation within the team.
- Meet with the teacher on a regular basis to discuss issues such as instructional exercises and subject content.
- Participate in the coordination of teaching programs, team meetings, marketing strategies and the management of instructional records and teaching resources.
- Liaise with and assist students and clients regarding learning progress.

Success Factors for the Role

1. Strong knowledge of the subject area combined with a broad subject background enabling contribution to teaching programs.
2. Superior communication skills (written and oral), confident presentation skills and interpersonal savvy.
3. Proven record of ability to forward plan, manage time, work to strict deadlines and handle tasks promptly and efficiently
4. Demonstrated ability to show fairness and respect, interact appropriately, value the input of others and provide meaningful feedback.
5. Proven experience in building and sustaining productive internal and external stakeholder relationships, and working collaboratively to foster a positive and cohesive work environment.
6. Displays flexibility and responsiveness and has the initiative, positive attitude and ability to thrive within a dynamic, challenging and changing environment and a demonstrated commitment to the provision of outstanding client service

Qualifications / Requirements

Mandatory requirements:

- Possession of relevant vocational Library qualification/s at the level equivalent to or higher than the level to be delivered: example industry qualification (certificate, trade certificate, diploma, degree or masters).
- Certificate IV in Training and Assessment or equivalent (requirement prior to completion).
• Demonstrated current industry skills directly relevant to the training/assessment being undertaken.

Note: Proof of qualifications is required to be provided at interview.

How to Apply

To apply for these positions, 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);
• A covering letter that outlines your knowledge, skills and ability to fulfil the responsibilities of the role (maximum of 2 pages);
• Certified Copies of Mandatory Qualifications (required upon application).

For further information about these positions, please contact: Megan Jones on email megan.jones@tafe.qld.edu.au

Additional Information

• The duration of these positions 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 these positions.
• 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