

# EFS - Manager Learning and Teaching, English and Foundation Skills

## Fixed Term Contract to 30 June 2017, NSW, Australia

Navitas is a diversified global education provider that offers an extensive range of educational services for students and professionals including university programs, language training, workforce education and student recruitment. Navitas listed on the Australian Securities Exchange (ASX) in 2004 and is now an S&P/ASX Top 100 Company, employing more than 5,500 staff globally. Navitas operates across three Divisions.

Navitas English provides the Adult Migrant English Program (AMEP) and the Skills for Education and Employment (SEE) programme for the Department of Education and Training and the Humanitarian Settlement Services (HSS) for the Department of Social Services. We are committed to working with Federal and State Governments, education providers, communities, employers and industry groups to provide the language, literacy and numeracy skills that meet the settlement, study and employment goals of our clients.

### Key responsibilities include:

- Strategic leadership, management and guidance in the provision of accredited and non-accredited Language, Literacy and Numeracy and Foundation Studies teaching and learning across the Navitas English/English and Foundation Skills (NE/EFS) program and course delivery.
- Provision of professional expertise, advice and support to the NE/EFS Senior Management Team.
- Establish and maintain the internal and external reputation of NE/EFS for innovation and research in the provision of curriculum and educational resources to meet the needs of NE/EFS clients and contract compliance and KPI requirements.
- Establish governance arrangements to provide support, advice and guidance to learning and teaching networks across NE/EFS, and internal stakeholders
- Responsibility for leadership and management of L&T Project Officers and consultants undertaking projects within the area.

### Qualifications and experience:

#### Essential

- Degree and post-graduate qualification in relevant disciplines.
- Extensive management and leadership experience in the delivery language and Foundation Studies programs.
- Demonstrated knowledge of curricula and syllabus design

#### Desirable

- Demonstrated awareness of latest teaching and technology practices
- Experience leading and managing teams
- Demonstrated ability to implement change

### How to Apply

Enquiries and applications, including a cover letter addressing selection criteria and resume, should be sent via email to [Michael.Cox@Navitas.com](mailto:Michael.Cox@Navitas.com) Applications close on **Friday 26 February 2016** at **5.00pm**.

## Position Description

# EFS - Manager Learning and Teaching

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**Division:** Professional and English Programs (PEP)

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**Reports To:** Executive General Manager, English and Foundation Skills (EGM EFS)

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## 1. Overview and Objectives of the Position

Strategic leadership, management and guidance in the provision of accredited and non-accredited Language, Literacy and Numeracy and Foundation Studies learning and teaching across the Navitas English/English and Foundation Skills (NE/EFS) program and course delivery.

Provision of professional expertise, advice and support to the EFS Senior Management Team.

Establish and maintain the internal and external reputation of NE/EFS for innovation and research in the provision of curriculum and educational resources to meet the needs of NE/EFS clients and contract compliance and KPI requirements.

Establish governance arrangements to provide support, advice and guidance to Learning and Teaching networks across NE/EFS, and internal stakeholders

Responsibility for leadership and management of L&T Project Officers and consultants undertaking projects within the area.

## 2. Key Relationships

- EGM, EFS
- EFS Senior Management Team
- EFS Academic Managers
- EFS AMEP and SEE Contract Managers
- Learning and Teaching Unit Project Officers

## 3. Key Result Areas (Areas of Accountability and Responsibility)

### **Contributes to the highest standard of learning and teaching to NE/EFS clients and staff by:**

- planning, developing, sourcing, monitoring and evaluating curriculum and educational resources to meet current and future needs;
- establishing and overseeing quality assurance in the delivery of learning and teaching;
- evaluating and reporting on emerging teaching and training issues within NE/EFS and the external environment;

- monitoring compliance with, and advising on, requirements of provider registration and course accreditation and all relevant quality standards in the delivery of accredited and non-accredited training;
- initiating new services or projects to meet changing learning and teaching needs and requirements;
- managing externally-funded learning and teaching projects and evaluating project outcomes;
- managing professional networks and research activity with internal and external stakeholders;
- Planning and managing teaching staff professional development in consultation with EFS SMT and HR.

**Contributes to the most effective and efficient management of staff by:**

- the development of a succession plan to ensure the retention of professional relationships and knowledge management to be reviewed annually.

**Contributes to the highest standards of Navitas English Learning and Teaching by:**

- ensuring the teacher/trainer professional development program provides appropriate staff training in learning and teaching, quality and resource matters;
- ensuring resources and information are accessible and current for all curriculum, teaching and professional development needs;
- ensuring that program/unit needs are identified and responded to in a timely and effective manner.

**Contributes to the professional standing of Navitas English/EFS as a provider of excellence by:**

- maintaining continued compliance with external standards and pursuing appropriate quality indicators;
- overseeing the representation and promotion of NE/EFS at conferences, networks, professional associations and in publications;
- developing and maintaining effective relationships, alliances and networks for NE/EFS with relevant organisations and personnel on matters relating to curriculum, teaching and learning and resources;
- ensuring that the NE/EFS profile in curriculum, quality and resources is maintained and raised through promotional activities and jointly with other NE EFS units;
- overseeing the highest quality content on the internet and intranet sites in areas of curriculum and resources that is relevant and current to the needs of EFS.

**Contributes to the growth and financial sustainability of the Navitas English/EFS by:**

- encouraging a climate of innovation in learning and teaching, resources, systems and processes;
- identifying, evaluating and reporting on external research and development opportunities;
- ensuring research and development activities support EFS business goals;
- supporting and leading the local area team in the achievement of EFS's vision, values and goals.

**Contributes to the effective and efficient use of resources by:**

- consulting with EFS SMT and contributing to budget planning within EFS;
- operating within financial and operational delegations;
- monitoring spending against budgets and activity against targets;
- ensuring effective communication and information dissemination practices.

**Actively contributes to the maintenance of a safe working environment, within their area of operations, by:**

- ensuring relevant occupational health and safety regulations are complied with within their area of responsibility;
- cooperating as far as needed to enable NE/EFS to comply with regulations involving health, safety and welfare.

#### 4. Selection Criteria (Qualifications, Skills and Experience)

**Essential:**

- Degree and post-graduate qualification in relevant disciplines.
- Extensive management and leadership experience in the delivery language and Foundation Studies programs.
- Demonstrated knowledge of curricula and syllabus design

**Desirable:**

- Demonstrated awareness of latest teaching and technology practices
- Experience leading and managing teams
- Demonstrated ability to implement change