

FORM 5.5.05A  
**POSITION DESCRIPTION**

**IDENTIFICATION**

**Position Title:** Programme Coordinator, Solar Training **Position Number:** New

**Section :** Pacific TAFE

**Department:** College of Continuing Vocational Education and Training

**Location:** Laucala

**Category:** PTAFE Coordinator

**Grade:** Coordinator Option 2

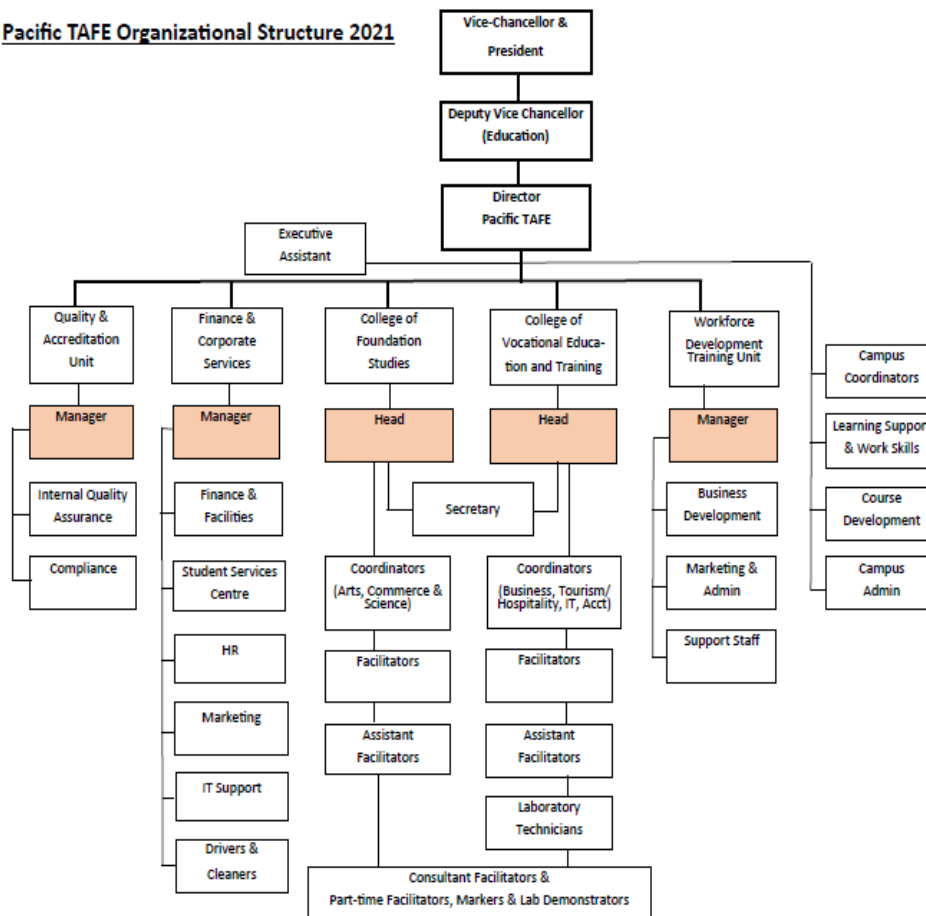
**Current Incumbent:** NA

**Date of substantive appointment:** \_\_New\_\_

**Reports To:** Director, Pacific TAFE **Supervised by:** Head of College, College of Continuing Vocational Education and Training (CVET)

**ORGANIZATION CONTEXT**

Pacific TAFE Organizational Structure 2021



**POSITION DESCRIPTION****PURPOSE**

The purpose of this position is to coordinate the Solar Training programme under College of Continuing Vocational Education and Training (CVET). The Coordinator is responsible for programme and course delivery across the USP campuses, management of teaching staff, operational logistics and resources required, maintain currency and quality of programmes, assist in obtaining external accreditations/reaccreditations and will ensure financial viability of programmes.

**NATURE AND SCOPE**

Pacific TAFE offers skills based qualifications, Foundation & Preliminary studies and short term trainings at USP. The Programme Coordinator will be responsible for the Solar Training Programme. The person will also be responsible for development of new programmes and qualifications in these disciplines.

A key responsibility is teaching, creating authentic and relevant assessments with marking rubrics to ensure achievement of both course and programme learning outcomes. This responsibility also includes providing academic leadership to the respective programme teams.

Administratively, the Programme Coordinator is expected to work closely with the Head of College to achieve the College annual plans and Pacific TAFE strategic plans. The Programme Coordinator will be generally responsible for the activities of these programmes and is accountable to the Director through the Head of College.

The Programme Coordinator will maintain accreditation, secure re-accreditation, pursue accreditation of programmes, lead the development of new programmes, ensure quality assurance provided and keep the College financially viable.

**POSITION DIMENSIONS**

*Give details of staff and total level of costs within the organization under the position's overall control.*

**Staff Responsible for:**

Directly: Consultant Facilitators /trainers

Indirectly:

Total Level of Costs: NA

**Limits of Authority:**

Financial: none

Non Financial: NA

**Key Relationships /Internal and External Contacts:**

**POSITION DESCRIPTION**

*Lists the key inter-relationships that is necessary for effective performance in the job. Also describe the nature of contact most typically expected with those key working relationships*

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| <p><b>External</b></p> <ul style="list-style-type: none"> <li>• Accrediting agencies</li> <li>• Private Sectors, Service Sectors and NGO's</li> <li>• Professional Associations and training providers</li> <li>• Industry Programme Advisory Committee (IPAC)</li> </ul>  | <p><b>Purpose of contact</b></p> <ul style="list-style-type: none"> <li>• Programme accreditation and reaccreditation.</li> <li>• Liaising with scholarship agencies</li> <li>• Organizing cohorts</li> <li>• Marketing of the programmes to relevant organizations and audience</li> <li>• Sponsorships</li> <li>• Increasing the programme to wider public</li> <li>• Continuous improvements in programmes and new programme developments</li> <li>• Marketing</li> </ul>     |
| <p><b>Internal</b></p> <ul style="list-style-type: none"> <li>• College Staff and consultant facilitators</li> <li>• Other business units of Pacific TAFE</li> <li>• Faculties, Schools and Support Services such as SAS, ITS etc.</li> <li>• Regional campuses</li> <li>• Campus Coordinators of PTAFE</li> <li>• Students</li> </ul> | <p><b>Purpose of contact</b></p> <ul style="list-style-type: none"> <li>• Presenting on work of Pacific TAFE via marketing;</li> <li>• Negotiating, seeking quotes, seeking sponsorship, seeking professional advice, seeking input and discussions;</li> <li>• Promotion of trainings, in-house presentations and trainings;</li> <li>• For public relations and overall marketing needs.</li> <li>• Ensuring student admission, registration and fee are up to date</li> </ul> |

**KEY RESULT AREAS / KEY ACHIEVEMENT AREAS**

*Aim: KRAs to have a logical heading. KRAs: 4 – 6.in total Key tasks : 4-5 tasks per KRA. Performance Measures: Identify the performance standards for someone doing the job at the 100% level. Use both quantitative and qualitative measures, Measures the KRA as a whole, not every task. Maximum 3 measures for each KRA Include KRA for Corporate Responsibilities which is generic to all positions*

| <b>Key Result Areas</b> <i>Jobholder is responsible for</i>  | <b>Performance Measures</b> <i>Jobholder is successful when</i>  |
|--|--|
| <p><b>Managing Programme Activities</b></p> <ul style="list-style-type: none"> <li>○ Conduct regular meetings with consultants and assist HOC in establishing relevant academic committees such as IPAC</li> <li>○ Organise and manage cohorts as needed/demanded in the Solar Training programme in strict adherence with Pacific TAFE's cohort policy</li> <li>○ Assist the HOC to develop and implement plans and goals for improvements to programmes</li> <li>○ Lead development and delivery of future Solar Training programmes in close consultation with the HOC and industry partners</li> </ul> | <p>(Keep measures general at this stage, as the precise performance standards can be spelled out as part of the performance management process)</p> <ul style="list-style-type: none"> <li>○ Timely submission of meetings minutes to HOC</li> <li>○ IPAC minutes</li> <li>○ EOI's for cohorts</li> <li>○ Business case and budgets</li> <li>○ Cohort results</li> <li>○ Update and Reports to CBOM</li> <li>○ New Programme senate documents</li> <li>○ CBOS minutes</li> <li>○ Minutes of relevant approving committees</li> </ul> |
| <p><b>Teaching and Learning</b></p> <ul style="list-style-type: none"> <li>○ Ensure all teaching resources are updated and available prior to commencement of classes</li> <li>○ Ensure Moodle pages are prepared and regularly updated</li> <li>○ Schedule classes and assign courses to teaching staff</li> <li>○ Prepare IA's and course outlines for QAU vetting before the start of the course</li> </ul>   | <ul style="list-style-type: none"> <li>○ Teaching resources on Moodle: PPP, case studies, readings, etc</li> <li>○ Moodle course pages</li> <li>○ Moodle audit reports</li> <li>○ Timetable</li> <li>○ Staffing reports</li> <li>○ IA's</li> <li>○ Course Outlines</li> <li>○ QAU report</li> </ul>  |

|  |   |
|--|---|
| <ul style="list-style-type: none"> <li>○ Devise assessments to ensure achievement of both course and programme learning outcomes</li> <li>○ Prepare marking rubrics for assessments tasks with clear descriptors of levels of achievement</li> <li>○ Monitor student activities and provide assistance in providing learning support to at-risk students</li> <li>○ Ensure timely assessment feedback to students are provided by consultants</li> <li>○ Conduct moderation of assessed work to ensure correct application of marking criteria</li> <li>○ Prepare final results and submit to College BOA for approval and grade release</li> <li>○ Manage all cohort deliveries in adherence with Pacific TAFE's Cohort Policy</li> </ul> | <ul style="list-style-type: none"> <li>○ Assessment tasks and activities on Moodle and course outlines</li> <li>○ IA's</li> <li>○ Course Outlines</li> <li>○ Marking Rubrics provided</li> <li>○ At-Risk student reports</li> <li>○ Programme/Course reports during CBOM</li> <li>○ LSS reports</li> <li>○ Student feedback files</li> <li>○ Moodle dropboxes-bulk uploading of marked assignment files</li> <li>○ Moderation files</li> <li>○ Student assessments checked and reports to consultants</li> <li>○ Cross moderation reports</li> <li>○ Results submitted to CBOA</li> <li>○ CBOA &amp; PTAFE BOA minutes</li> <li>○ Cohort reports</li> </ul> |
| <p><b>Quality Assurance</b></p> <ul style="list-style-type: none"> <li>○ Working with HOC in organizing Industry Programme Advisory Committee (IPAC) meetings for Solar Training programmes</li> <li>○ Report to College Board of Studies (BOS), present proposals on changes and new developments for Solar Training programmes</li> <li>○ Provide necessary programme information and documentation to HOC</li> </ul>  | <ul style="list-style-type: none"> <li>○ At least one meeting in a year per programme is organized</li> <li>○ Programme Reports</li> <li>○ Proposals and noting papers presented to College BOS.</li> <li>○ Timely submission of programme information.</li> </ul>  |

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| <p><b>Addressing needs and concerns of the programmes and courses</b></p> <ul style="list-style-type: none"> <li>○ Representative of the College to Pacific TAFE Board's and Industry committees.</li> <li>○ Assist in student recruitment, retention and work placements if applicable</li> <li>○ Prepare monthly activity reports for submission to the Head of College for Management Team reporting</li> </ul> | <ul style="list-style-type: none"> <li>○ Report/update to the HOC on regular basis</li> <li>○ Attend other meeting as and when required</li> <li>○ Student data records</li> <li>○ Work placement plans</li> <li>○ Report submitted, discussed and action taken</li> </ul>  |
| <p><b>Managing curriculum and instruction</b></p> <ul style="list-style-type: none"> <li>○ Supervise the Solar Training programmes</li> <li>○ Ensure curriculum and standard relevancy</li> <li>○ Assist HOC in Recruiting and selecting department staff in concurrence with the HR office</li> </ul>   | <ul style="list-style-type: none"> <li>○ Regular monitoring of programme delivery and attend to shortfall</li> <li>○ Moodle pages prepared and used for delivery</li> <li>○ Course Outlines completed</li> <li>○ Class observations</li> <li>○ Work with HOC and Quality &amp; Accreditation team on employer survey</li> <li>○ Graduate employability survey</li> <li>○ Regular industry visits, consultation and networking</li> <li>○ Advertisement preparation, assist in short listing, and participation in interviews and appointments.</li> </ul> |
| <p><b>People Management</b></p> <ul style="list-style-type: none"> <li>○ Assist the HOC in making merit salary recommendations based on evaluation of staff KPI's in the staff review exercise</li> <li>○ Resolve student/department staff conflicts in consultation with HOC</li> <li>○ Assist in identifying students for internship, marketing, etc. when required</li> </ul>                                   | <ul style="list-style-type: none"> <li>○ Assess performance with evidence and recommend appropriate awards to HOC</li> <li>○ Attend conflicts with relevant policies of USP</li> <li>○ Identify at least 2 students for marketing, internships, etc. per year</li> </ul>  |

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| <ul style="list-style-type: none"> <li>○ Foster the development of each Department member’s special talents and interests</li> <li>○ Work with HR and HOC to ensure contracts are prepared and payments/claims processed in a timely manner according to policy</li> </ul>                                   | <ul style="list-style-type: none"> <li>○ Work with Manager Client and Human Capital to facilitate talent development programme</li> <li>○ Staff contracts</li> <li>○ Moodle access for staff</li> <li>○ Staff payment claims</li> </ul>  |
| <p><b>Supervising activities concerning student affairs</b></p> <ul style="list-style-type: none"> <li>○ Assist in academic advising and student counselling</li> <li>○ Ensure learning support services, remedial and mentoring provided</li> <li>○ Communicate student needs to the HOC</li> </ul>         | <ul style="list-style-type: none"> <li>○ Attend to student concerns and make referrals for LSS</li> <li>○ Attend to student concerns and make referrals for LSS</li> <li>○ Invite learning support staff to classes to provide LS services to students</li> <li>○ Regular administrative and academic reports</li> </ul> |
| <p><b>Managing internal and external communication</b></p> <ul style="list-style-type: none"> <li>○ Regular communication and updates to Industry Programme Advisory Committees and wider industry group</li> <li>○ Regular communication to Department staff on updates, progress and shortfalls</li> </ul> | <ul style="list-style-type: none"> <li>○ Regular updates, Organize industry forums</li> <li>○ Regular updates sent</li> <li>○ Staff meetings held.</li> <li>○ Professional development.</li> </ul>   |

**TERMS & CONDITIONS**

Salary: PTAFE Coordinator

Length of Contract: 3 years

Gratuity and Allowances: NA

Other Benefits: \_\_\_\_\_

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**POSITION SPECIFICATION**
**Qualifications (or equivalent level of learning)**

| <i>Essential</i>  | <i>Desirable</i>   |
|---|--|
| <ul style="list-style-type: none"> <li>• Post Graduate Diploma or comparable in the electrical/electronic engineering or renewable energy fields.</li> <li>• Bachelors in electrical engineering</li> </ul> | <ul style="list-style-type: none"> <li>• Masters in relevant field</li> <li>• Certificate IV in Training and assessment or a Training of trainer certificate from a recognized institution will be an added advantage</li> </ul> |

**Knowledge / Experience**

| <i>Essential</i>  | <i>Desirable</i>   |
|---|--|
| <ul style="list-style-type: none"> <li>• At least 5 years of relevant industry experience with practical experience in solar training</li> <li>• Ability to plan and manage resources effectively and equitably to support teaching and learning</li> </ul> | <ul style="list-style-type: none"> <li>• Knowledge and experience of competency-based training and assessment</li> <li>• Training experience in electrical and renewable energy systems</li> </ul> |

**Key Skills / Attributes / Job Specific Competencies**

*The following levels would typically be expected for the 100% fully effective level:*

|                        |  |
|------------------------|--|
| <i>Expert level</i>    | <ul style="list-style-type: none"> <li>• exceptional written and oral communication skills</li> <li>• excellent word processing, excel and IT skills, including knowledge of a range of software packages</li> <li>• excellent interpersonal skills</li> <li>• Strategic and innovative thinker</li> </ul>   |
| <i>Advanced level</i>  | <ul style="list-style-type: none"> <li>• Ability to work under pressure and meet tight deadlines</li> <li>• good organizational and time management skills</li> <li>• Ability to deliver outcomes in a cost effective manner</li> </ul>  |
| <i>Working level</i>   | <ul style="list-style-type: none"> <li>• attention to detail</li> <li>• flexibility and adaptability</li> <li>• Discretion and an understanding of confidentiality issues</li> <li>• self-motivated and able to work well in a team and with peers</li> <li>• able to work well in a multi-cultural environment</li> <li>• Flexible learning and new pedagogies</li> </ul> |
| <i>Awareness level</i> | <ul style="list-style-type: none"> <li>• able to maintain confidentiality and use sound judgment and discretion</li> <li>• creative and innovative</li> <li>• able to give and receive constructive feedback</li> <li>• a friendly and flexible professional with a sense of humour</li> </ul>   |



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**APPROVAL**

Supervisor name:

Supervisor's Signature:

Date:

Staff Name:

Staff ID:

Staff Signature:

Date: