

Position Title: Program Coordinator – Fashion & Sustainability	Business Unit: Dean & Academic
Reports To: Program Leader	Direct Reports: Yes
Employment Type: Full Time	Classification: Academic Teacher Level B – Education Services (Post Secondary Education) Award 2020
Budget responsible for: NA	Location: George St Campus
Purpose of the Role	
<p>The role involves collaborating with the Fashion & Sustainability Program Leader, providing assistance in all areas of leadership, student pastoral care and management of casual academic teachers. You will be required to deliver a range of Fashion and Sustainability units both online and on campus, coordinate curriculum and assessment, apply industry currency and comply with internal and external policies and procedures. The role requires expertise across diverse areas of sustainable fashion design, fashion business, strong entrepreneurial business acumen and an excellent understanding of pedagogy within higher education.</p> <p>This position is based at the George Street campus in Fitzroy with a requirement to be present and visible at the other campuses on a regular basis. This role is predominately a campus-based role, with possible WFH opportunities.</p> <p>In this role there may be occasional times when working outside of normal hours is necessary to coordinate events, meet project deadlines or operational needs.</p>	
Strategic Goals the role contributes to the success of achieving:	
<p>We will launch Collarts Online, a new offering of selected programs to an online audience. We will provide high-quality, interactive, asynchronous content, designed to be delivered flexibly around work and life commitments. We will create an engaging online creative community.</p> <p>We will be a trusted voice on new technologies, producing up-to-the-minute education as solutions emerge. We will ensure students and graduates stay skilled for new roles and provide employers with know-how on emerging technologies for sustainable futures.</p> <p>We will be the employer of choice, particularly for creative industry academics, attracting, retaining and developing top talent in our fields. We will have the best mentors, teachers, guides and coaches championing students for a lifetime of success.</p> <p>We will give Collarts students access to new curriculum opportunities, including electives, shared units, double degrees, UG certificates, VET qualifications and professional accreditations that boost their artistry, entrepreneurship and employability and fill our classrooms. We will keep alumni and industry partners up to date with the latest skills and knowledge via short courses.</p>	

We will be externally endorsed as a high-quality provider, with self-accrediting authority and then University College status. We will be recognised as Australia’s leading provider of creative tertiary education, with outcomes and partnerships that stand as testament to our quality.

Key Outcomes

- Actively strive to achieve positive feedback through staff and student surveys
- Actively strive to achieve low attrition rates (staff and students)
- Efficient and timely completion of general administrative tasks including completion and reporting of marking
- Efficient and effective course coordinator duties (monitoring, curriculum development, student engagement & continuous improvement)
- Actively engage in scholarly work and/or research output
- Maintain, and contribute to, high quality teaching and student outcomes

Key Accountabilities

The following accountabilities are not exhaustive, and others may be included as directed and in alignment with the role classification level.

Academic Support

- Support excellence in student education and pastoral care for Collarts students
- Be accessible to students seeking assistance with their studies
- Participate in the review of content as required to ensure currency, sector best practice and relevance
- Complete a minimum of 15-18 hours of teaching in your discipline per week (unless otherwise agreed with your Program and Academic Leaders)
- Attend and actively participate in curriculum and team meetings
- Support accurate and timely results for all units within the program
- Create, nurture and support industry relationships and partnerships
- Support the growth and development the program in accordance with the Collarts strategic plan associated supporting plans (including maintaining and expanding the online/on campus delivery of the course)
- Actively engage in scholarly work and/or research output
- Actively contribute to the design and implementation of new units, courses, products and development
- Mark assessments and provide feedback
- Manage student learning needs
- Support academic staff in the delivery of their classes according to Collarts standards
- Attend moderation and show cause meetings
- Work productively with Program Coordinators, Program Leaders and Academic Leads

Administration

- Abide by the management systems for Collarts and participate in their continual improvement
- Participate in the Quality Assurance processes of Collarts
- Adhere to all workplace policies and procedures

- Support course administration and marketing support – recruitment, timetabling, attendance lists, resource allocation, class lists, tutorials, workshops, interface between casual academic teachers and students
- Actively support the design and implementation of new units, courses, products and development
- Support the training, logistics and allocation of relevant equipment

Compliance

- Participate in audits as required
- Maintain full compliance with all relevant legislation and regulations, including but not limited to:
 - education legislation such as HESA, ESOS and the requirements of CRICOS / National Code,
 - quality standards issued by education regulators TEQSA and ASQA,
 - consumer protection and human rights legislation including anti-discrimination protections, and workplace health and safety legislation and associated safety instructions.

Selection competencies

Essential competencies

- Previous teaching experience delivering Fashion & Sustainability or related higher education programs
- Possess demonstrated expert knowledge in the field of Fashion & Sustainability at a higher education level
- Possess superior interpersonal and communication skills
- Possess demonstrable experience in online teaching and learning
- Showcase outstanding skill, expertise, and success in a creative field, substantiated through positive reputation, public profile and/or industry review
- Hold an AQF qualification at least one level higher than Degree level (i.e. AQF8 minimum) or equivalent
- Analysis and problems solving skills
- Active and engaging teacher and educator
- Ability to multi-task and maintain composure while managing competing demands
- Ability to work independently and as a collaborative team member
- Actively engage in scholarly practice and/or research output
- Passion for enhancing the student experience and supporting student success
- Experience using Computer Aided Design Software i.e. Clo3D, Adobe Creative Suite (Illustrator, Photoshop, InDesign), Microsoft Office.

Desirable competencies

- Publication record (may include artistic works)
- Experience using Industrial Sewing Equipment (Straight Stitch, Overlocker, Cover stitch etc.) Flat Bed Knitting Machines, Weaving Loom etc.
- Experience using Canvas Learning Management Systems
- Experience using Salesforce (student records system)
- A network of contemporary industry contacts

Our Collarts Values

All employees are required to conduct themselves in accordance with the Code of Conduct and associated Human Resources policies and uphold Collarts core values. As a member of academic team, this role leads by example in embodying our core values of:

CURIOSITY Play, have fun, try new things, experiment, adapt and learn. Accept ambiguity and uncertainty. Embrace nuance and complexity. Ask questions and be open minded.

KINDNESS Get to know people, be gentle and respectful. Ask for help and help others. Be generous, humble and compassionate. Make kindness the currency of authentic relationships.

CONNECTION Share information freely, listen deeply and be honest. Invite people in. Build trust. Find collaborators who yearn for the same things. Have faith in the power of the team.

COURAGE Take risks. Be ambitious and determined. Find your voice: speak up and be vulnerable. Persevere. Practise progress over perfection. Make failure a step towards success.

MASTERY Immerse in the creative process. Find your thing: show grit in the face of struggle. Hone your craft and artistry. Challenge yourself in the relentless pursuit of excellence.