

Position Title: Program Leader	Business Unit: Dean & Academic
Reports To: Academic Lead	Direct Reports: Yes (Typically these include Program Coordinators, support staff and Academic Casual Teachers)
Employment Type: Full Time	Classification: Academic Teacher Level C – Education Services (Post Secondary Education) Award 2020
Budget: As advised by Finance	Location: Cromwell Street/George Street/Wellington Street/Brunswick Street

Purpose of the Role

The Program Leader is required to lead relevant higher education courses at Collarts, which may include courses at AQF Level 5, 7, 8, and/or 9. The students of your courses learn the skills required to be part of an evolving contemporary industry. The courses should ensure that students develop the knowledge, skills and dispositions required to engage with the relevant industry and become future leaders and practitioners.

The Program Leader, reporting to the Campus Academic Lead, provides academic leadership including management of staff and student pastoral care. The Program Leader is required to develop and maintain curriculum and assessment, ensure industry currency, maintain and build industry relationships/partnerships and comply with internal and external policy and procedure.

This position is based in Collingwood/Fitzroy with a requirement to be present and visible at the campuses on a regular basis.

Strategic Goals the role drives success for

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.

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.

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.

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.

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

- Efficient and effective course leadership duties (planning, monitoring, staffing, online development, continuous improvement)
- Actively engage in scholarly work and/or research output
- Maintain, and contribute to, high quality teaching
- Actively strive for positive feedback through staff and student surveys
- Strive for and achieve low attrition rates (staff and students)
- Efficient and timely completion of general administrative tasks
- Actively build and maintain a strong and mutually beneficial academic relationship between Collarts and NICA where synergies exist

Key Accountabilities

Academic Leadership

- Expertly manage the launch and delivery of the relevant program/s
- Recruit, allocate and supervise staff teaching in the program/s
- Participate in the review of content as required to ensure currency, sector best practice and relevance
- Facilitate team meetings and ensure open line of communication is maintained with program leaders, program coordinators, and casual workforce
- Attend and actively participate in academic management, teaching and learning committee, course advisory and various associated meetings
- Ensure accurate and timely results for all units in the program/s
- Grow and develop the program in accordance with the Collarts business plan (including maintaining and expanding the online/on campus delivery of the courses)
- Actively engage in scholarly work and/or research output
- Work productively with Academic Lead, monitor staff engagement and connect defined outcomes with Program Coordinators

Student Experience

- Complete a minimum of 12 hours of teaching units per week during teaching periods, unless varied by mutual agreement with Academic Lead
- Ensure excellence in student education and pastoral care for Collarts students
- Be accessible to students seeking assistance with their studies
- Build effective links between Collarts and relevant industries
- Proactively engage in student intervention programs
- Collaborate with marketing and assist with preparation of program promotion content
- Assist students with internships where required, and support career and work-integrated learning activities and initiatives
- Collaborate and coordinate engagement activities with recruitment and attend Open Days
- Assist in the design of programs/activities for VET/High School student sessions as required

Administration

- Abide by the management systems for Collarts and participate in their continual improvement
- Ensure assessment marking is completed within 2 weeks of assessment submission
- Participate in the Quality Assurance processes of Collarts
- Adhere to all workplace policies and procedures
- Ensure Collarts and its staff meet and abide by all government compliance guidelines
- Maintain and acquire department equipment as required, within set budgets
- Actively monitor student progress, attrition, attendance and student surveys with a view for continuous improvement
- Act as conduit between the industry and students where appropriate, alerting students and graduates to positions vacant and assisting with applications – liaising with both employer and graduate to ensure the best candidate is employed
- Review volunteer & internship opportunities presented by marketing and recommend suitable students for positions

Compliance

- Prepare for and undertake audits as required
- Maintain full compliance with all relevant legislation and regulations, including but not limited to:
 - education legislation such as HESF, 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

- Have teaching experience in the relevant discipline or related higher education programs
- Have expert knowledge in the relevant field at a higher education level, including record of scholarship within the discipline and of teaching
- Retain currency of teaching experience and ability to teach broadly within the discipline
- Possess superior interpersonal and communication skills
- Possess demonstrable experience in online teaching and learning
- Demonstrate leadership skills, within the discipline and within the context of teaching and learning
- Showcase outstanding leadership of 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 the highest level of the program (i.e. AQF8 minimum for Bachelor courses, AQF10 for Masters courses)
- High level interpersonal and written communication skills
- Analysis and problem solving skills
- Active and engaging teacher and educator

- Ability to multi-task and maintain composure while juggling competing demands
- Sound level of numeracy and literacy and ability to perform moderate administrative tasks aligned the role requirements
- Ability to build personnel capability and train and mentor staff
- Ability to work collaboratively and effectively with academic and professional teams to ensure efficiency
- Passion for enhancing the student experience and supporting student success

Desirable competencies

- Publication record (may include artistic works)
- Relevant experience in the relevant field and related industries
- Experience using Canvas Learning Management Systems
- Experience using Salesforce (student records system)
- A network of contemporary industry contacts
- Hold at least a Masters degree qualification in a related field

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 Program Leader, 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.