Role Description
TAFE Queensland East Coast

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Teacher, Beauty Services</th>
<th>Job Ad Reference</th>
<th>TQEC001/15</th>
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<tbody>
<tr>
<td>Region</td>
<td>East Coast</td>
<td>Closing Date</td>
<td>20 January 2015</td>
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<tr>
<td>Portfolio</td>
<td>Centre for Creative and Digital</td>
<td>JEMS No.</td>
<td>EC2004 (10/2014)</td>
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<td>Location</td>
<td>Hervey Bay</td>
<td>TRIM No.</td>
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<td>Classification</td>
<td>TCHT, Steps 1-7 TAFE Teachers’ Award - State 2012</td>
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<tr>
<td>Salary</td>
<td>$62,919 - $80,835 per annum</td>
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<td></td>
<td>Plus superannuation 12.75% and annual leave loading 17.5%</td>
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<tr>
<td>Employment Status</td>
<td>Temporary Full-time until 26 June 2015 unless otherwise determined.</td>
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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 East Coast
- TAFE Queensland Brisbane
- TAFE Queensland SkillsTech
- TAFE Queensland Gold 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 East Coast offers hundreds of courses across its seven locations from Mooloolaba in the south to Bundaberg in the north. As the largest provider of further education and training in the region, TAFE Queensland East Coast is an important contributor to the community and the regional economy. With a particular focus on preparing students for employment in the tourism, hospitality, construction and health industries, TAFE Queensland East Coast trains local and international students in dynamic, flexible, best-practice learning environments including online. Across its region, TAFE Queensland East Coast has strong partnerships with schools, employers, universities and local business, building genuine employment and career outcomes and steps to further study.
Your Opportunity

As a TAFE teacher, you will contribute to developing and delivering quality learning services 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 contemporary teaching methodologies and philosophies
- Working in an environment of change and continuous improvement

The position of Teacher, Beauty Services reports to the Centre Director, Centre for Creative and Digital.

Key Responsibilities

- Lead and manage the teaching and learning process for classroom, industry, distance and web based clients.
- Develop effective working relationships with students, client groups and staff by participating in team meetings, industry reference groups, student events and forums.
- Use flexible, blended and distributed learning techniques, options and products to meet the changing needs of various client groups.
- Contribute to the review, development and implementation of training packages/syllabus, course content and teaching and learning resources.
- Coordinate and participate in moderation activities including student evaluations, assessment instruments and internal systems to meet audit, legislative and industry requirements.
- Identify and develop innovative delivery and assessment solutions for the vocational education and training requirements of client groups and the wider community.
- Participate in the coordination of teaching programs, marketing strategies, management of teaching resources and associated records.

Success Factors for the Role

1. Demonstrated capacity for best practice in the management of teaching and learning activities including delivery, assessment and evaluation.
2. Knowledge of the education and training sector and the ability to positively respond to new directions and demands of the training market.
3. Works effectively as a team member with demonstrated capacity for leadership and self-management and an ability to accept, promote and manage change.
4. Demonstrated commitment to professional and self-development with a focus on qualifications/skills update and contemporary industry practices including safe, equitable and anti-discriminatory work practices.
5. Utilises well-developed interpersonal and communication skills to deliver flexible, responsive and quality client service.

Qualifications / Requirements

Mandatory requirements:

- Possession of relevant vocational qualification/s at the level equivalent to or higher than the level to be delivered: industry qualification (certificate, trade certificate, diploma, degree or masters).
- Certificate IV in Training and Assessment (TAE40110) or equivalent.
- 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 this role, please provide the following:

- A maximum two page response outlining your suitability to meet the requirements and competencies under the section Success Factors for the Role.
- A current resume/curriculum vitae (CV) including contact details for two referees (one of whom is your current supervisor).

Please email your application to Recruitment.EastCoast@tafe.qld.edu.au by the closing date above.

For further information, please contact:

Gillian Rimmer
Education Manager
Gillian.Rimmer@tafe.qld.edu.au
(07) 4120 6456

Additional Information

- The duration of this position will be dependent on work demands and the availability of ongoing funding.
- You may be required to travel and work across TAFE Queensland East Coast locations.
- Travel and overnight absences from base may be required of this position.
- 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://tafeeastcoast.edu.au/about-us/
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.

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.