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TAFE DIRECTORS AUSTRALIA (TDA)

About us

TAFE Directors Australia (TDA) is the peak national body incorporated to represent Australia’s 57 technical and further education Institutes, including six dual sector universities with TAFE divisions.

Technical and Further Education (‘TAFE’) traces back to the earliest history of technical education in Australia. From our earliest history, vocational education was led with proud heritage including the Ballarat School of Mines (1869), and Sydney Technical College (1882). Today, Australia’s public TAFE Institute network enrols more than 1.6 million students. Our colleges deliver trusted qualifications for enterprises, and students report high satisfaction with superior facilities, library support and a small-class learning framework, across more than 1,000 campus locations - in city and outer metropolitan, regional and remote locations in Australia, and more than 150 offshore locations with TAFE a market leader in transnational education.

The core business of TDA is in three important areas:
   I. Advocacy on behalf of members for the important role of TAFE which remains under state and territory jurisdictions role in competitive training markets nationally;
   II. Leading on policy to enhance TAFE’s reputation as a trusted quality provider in vocational education;
   III. Providing services to support TAFEs and our dual sector universities, with tuition assurance certification, bilateral international education agreements and negotiations, and a national student scholarship service.

Governance:

TDA is an incorporated association (ACT), registered for national operations with ASIC. TDA also operates the TDA National Scholarships Foundation (NSF) which is a company limited by guarantee together with a trust.

TDA is governed by a 9 person Board all of whom act in an honorary capacity. The current Board includes:

Stephen Conway  Chair       CEO TasTAFE  
Dianne Murray   Deputy Chair  Director, TAFE NSW, Illawarra Institute  
Mary Campbell   Board Member  GM, TAFE Queensland Skills Tech  
Neil Fernandes  Board Member  MD, Central Institute of Technology WA  
Robin Murt      Board Member  CEO, TAFE SA  
David Riordan   Board Member  Director, TAFE NSW, Sydney Institute   
Mary Faraone    Board Member  CEO, Holmesglen Institute of TAFE  
Leanne Cover    Board Member  CEO, Canberra Institute of Technology  
Christine Robertson Board Member  Pro Vice Chancellor VET, CDU
**Structure:**
The staffing structure of TDA is as follows:

- Chief Executive Officer
- Director Policy & Stakeholder Engagement*
- Director International Education (vacant)
- Director Tertiary
- Director Commercial & Tuition Assurance*
- Policy Analyst (vacant)
- Administration Manager
- Administration Officer / Executive Assistant (vacant)
- Accounts Officer*
- Executive Officer NSF*

* Indicates part time role

In addition TDA uses external contract support for specialised services.

The TDA Secretariat is located at the Ultimo campus of Sydney TAFE with some staff working at other locations in Australia.

**TDA Direction:**

TDA’s Strategic Plan 2016–2018 aims to enhance TAFE as the trusted leader in Australia’s technical and further education. Our peak body approach is to align TAFEs with policy as the Australian economy repositions incentives towards an innovation-led approach to technological regional leadership. Given TAFE is a dominant provider in vocational education, and increasingly delivering higher level skills in specialist higher education, so TDA will nurture national policy for State, Territory and Commonwealth Government workforce development policies, and ways to support students, local economies and social priorities across our geographic TAFE footprint.

Key priorities for TDA over the term of this Strategic Plan:

- **Strategic Focus 1:** Trust and quality in technical and vocational qualifications
- **Strategic Focus 2:** Leading and influencing policy, advocacy and stakeholder relationships
- **Strategic Focus 3:** Positioning and protecting the TAFE brand
- **Strategic Focus 4:** Providing services to engage and support members

Further information about TDA may be accessed at: [www.tda.edu.au](http://www.tda.edu.au)
POSITION DESCRIPTION
Director, International Education

**Position Purpose**

The Director, International Education is an executive position requiring delivery of peak body leadership of policy for TDA members.

The executive position forms a key part of the National Secretariat, and will suit a candidate with capability at Federal policy levels in Australian tertiary education.

Ahead of the launch of Australia’s national strategy on international education, the role will identify the policy supporting TAFEs which may enhance further the leadership of TDA members in transnational education offshore, while identifying policy which may support growth strategies for increased onshore student recruitment. Related areas may include federal policy for student visas for our low-risk TAFE membership, and pursuing bilateral agreements for TAFEs with offshore strategic partners, while also managing oversight of international delegations and targeted forums offshore.

This executive role will provide counsel to the CEO, and support federal policy analysis and advocacy for our TDA members which operate in international education.

**Key Responsibilities and Performance Standards**

1. **Lead deliverable policy achievements, guided under the TDA Strategic Plan 2015-2017**

   1.1. Develop key nominated areas with emphasis on policy affecting TAFE and vocational education under Australian international education, and supporting policy on students attracted to TAFEs vocational and higher education business, and as identified in the renewal of the Strategic Plan (2015-17)

   1.2. Lead on policy development, to create capability for the TDA organisation, which positions TAFE Institutes under our mission of quality leaders in the marketplace of international education

2. **International showcasing, and donor collaboration**

   2.1. Create innovative opportunities for, and synergies with showcasing our TAFE membership, and align with Australian government and related offshore opportunities to maximise the role of TAFE – in Australia and overseas.

   2.2. A further opportunity may present itself with utilising networks across key stakeholders, EG - DFAT (formerly AusAID), Austrade, and peak bodies IEAA in Australia, and WFCP internationally. For donor agencies, encourage collaboration with ADB, Commonwealth UK, and UNESCO UNEVOC, and other relevant agencies for TDA’s markets.
3. **Project management – International projects for TDA**

3.1. Develop support structure, financial and operational management for projects and suitable contractors and/or staff, including updating vision for the TDA strategic markets and how projects support the Strategic Plan – EG

**CHINA**

- Manage our partner in China, CEAIE, including contracts with TDA to enable continuing Vocational Education and Leadership (VELT) mentoring study missions to TAFEs in Australia
- China engagement, focus on fostering the relationships with China including the new Centre for Skills Excellence

**INDIA**

- Manage Commonwealth government contracts with TDA, to enable continuing Vocational Education and Leadership (VELT) mentoring study missions by India college leaders to or with TAFE Institute
- Develop a more cohesive framework for TDA’s bilateral support for international education, including roll-out of new community colleges (end Nov 2014)

**INDONESIA/MALAYSIA**

- Formulate a program to scope a funded Centre for Skills Excellence, to maximize TAFE networks with Australian companies operating in the market, or supporting Indonesia education upskilling of polytechnics,
- When applicable, manage VELT programmes, with Commonwealth government and/or Indonesia Ministerial funding support)
- Link programme with business development for TDA members

**Export Market Development Grant (EMDG)**

- Support TDA with its annual EMDG submissions under TDA’s approved body status

4. **Work Health and Safety**

4.1. As a part of the TDA staff team, contribute to the ongoing work of ensuring yourself and others operate in a safe and healthy workplace environment.

**Selection Criteria**

**Essential**

1. Demonstrated high-level experience in education and/or industry policy, as it may be effected at an international education level.

2. Demonstrated capacity to operate with evidence-based business skills, capacity for utilising research and showing a willingness to leverage policy into effective advocacy.
3. Proven effectiveness in working overseas and with international parties and stakeholders, and showing coherent financial management reporting.

4. Highly developed representation skills including negotiating, networking and consulting with a wide range of people, governments and organisations.

5. Highly developed project management skills including management of milestones, project budgets and meeting reporting requirements.

6. Understanding of non-for-profit peak member organisations.

7. High level verbal, written and presentation communications skills along with well-developed interpersonal skills and the ability to work effectively as part of a small team.

EMPLOYMENT CONDITIONS AND REMUNERATION

The position will be full-time. Our National Secretariat is based in Sydney, however Canberra or Melbourne may be considered.

Regular interstate travel and occasional international travel may be required.

The position is ongoing.

A remuneration package commensurate with experience would be negotiated.

Inquiries -- Martin Riordan, CEO, TAFE Directors Australia
Office 02 9217 3180
Email mriordan@tda.edu.au

HOW TO APPLY

Applications must include a covering letter, CV and document addressing the selection criteria.

To apply, please email your application to Janny Tjen
Email jtjen@tda.edu.au

Closing 26 February 2016

TAFE Directors Australia
National Secretariat
Sydney TAFE – Ultimo campus
Office +61 2 9217 3180
Website www.tda.edu.au