



POLICY ANALYST

TAFE DIRECTORS AUSTRALIA

CANDIDATE INFORMATION PACKAGE
FEBRUARY 2016

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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 enrolls 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

POSITION DESCRIPTION

Policy Analyst

Position Purpose

An internal review has identified the need in TDA for added capability in policy research and analysis.

Reporting to the Chief Executive Officer (CEO), the Policy Analyst is responsible for:

- In consultation with TDA members, researching and supporting the development of policy on selected vocational and higher education issues with particular emphasis on TAFE priorities
- Supporting TDA's capacity as a leader, voice and advocate for technical and further education (TAFE), and our 1.5 million TAFE students, and employer clients across our 57 TAFE member Institutes including six dual sector universities with TAFE divisions.
- Supporting TDA's contribution to national VET policy, and identifying opportunities to support our TAFEs offering higher education specialist qualifications.
- Establishing effective networks and relationships with Governments, stakeholders and partners

In performing these duties it is expected that the Policy Analyst will support the roles of the CEO, the Directors, Policy & Stakeholder Engagement and Tertiary and the Board by providing timely papers and information and in doing so, work closely with other members of the TDA staff team.

Key Responsibilities and Performance Standards

1. Policy

- 1.1. Support the development of policy and position papers on selected priority areas in TAFE and the wider policy environment of vocational education and training. .
- 1.2. Coordinate the development of current policy priority areas affecting TAFE membership, following the NPA Agreement, Further issues will include Apprenticeship Training, VET in Schools and Higher Education in TAFE Institutes.
- 1.3. Facilitate and support the TAFE Higher Education Network.
- 1.4. Support the Board with research and information required for the further development of the TDA strategic plan.
- 1.5. Establish working relationships and collaborative alliances with external partners and stakeholders with common policy interests.

- 1.6. Participate in national, and where appropriate, State VET forums and meetings to ensure TDA issues are considered as part of VET and Higher Education policy and research collaborations.

2. Voice

- 2.1. Through research and analysis, strengthen and lift TDA's voice with policy makers, particularly at federal government level, and with employers and community agencies.
- 2.2. Gather and commission research to provide evidence-based support for advocacy positions.
- 2.3. Support the CEO in the development and maintenance of a Board approved advocacy plan.
- 2.4. Support regular communications to TDA members.
- 2.5. Support the development of responses including detailed submissions and representations to Government reviews, federal and state, on TDA positions.

3. Governance

- 3.1. Support the work of the Board through the timely preparation of reports, papers and other information required by the Board.

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 experience and effectiveness in researching, analysing and developing policy information in a government regulated environment.
- 2 Proven effectiveness in documenting and communicating agreed policy positions.
- 3 Ability to develop sound representational skills including: negotiating, networking and consulting with a wide range of people and organisations.
- 4 Experience in policy/analysis within Government, Education sectors, employer or industry groups.
- 5 Understanding of not-for-profit peak member organisations.
- 6 High level verbal, written, communication and presentation skills, along with well developed interpersonal skills and the ability to work effectively as part of a small team..

Desirable

- I. Tertiary qualifications in public administration, economics or similar.
- II. Experience in Vocational Education & Training, workforce development or Higher Education sectors.

EMPLOYMENT CONDITIONS AND REMUNERATION

The position will be full-time and preferably based in Sydney.
Regular interstate travel and occasional international travel may be required.

The position is ongoing.

A remuneration package of approximately \$80,000 is anticipated.

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

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