TAFE DIRECTORS AUSTRALIA – NATIONAL SECRETARIAT

Job Reference No: TDA/DIBD/2009

ROLE: Director, International and Business Development

Background

Applications are invited from suitably qualified persons who are interested in being considered for employment in the National Secretariat of TAFE Directors Australia, the peak body representing Australia’s 57 TAFE Institutes.

This appointment may provide for a Professional Development opportunity for a senior manager already within the TAFE network, to take leave and work for the National TDA peak body as a 12 or 24 month development project.

TAFE Directors Australia is an incorporated not-for-profit educational body, and salary packaging is available under ATO-approved educational employment conditions. Educational training courses are offered to employees after a probation period, and bonuses apply. Further Secretariat information: refer website www.tda.edu.au

This executive position will be Sydney-based. Currently, the National Secretariat is relocating to Sydney, initially based at Sydney Institute of TAFE Ultimo – effective August 2009.

The role is a leadership position on the executive team in the Secretariat, designed to service “TDA” facilitating wider international projects and business for TAFE Institutes, managing networks and policy on international issues, responsibility for Tuition Assurance certification scheme for TAFE Institutes, and developing a marketing plan to support the new three-year Strategic Plan for “TDA”.

Salary

Executive remuneration package would be negotiated with the suitable candidate.

Duties

Director, International and Business Development, reporting to CEO.

Scope

The executive role is segmented into four areas of responsibility:-

• INTERNATIONAL LEADERSHIP – The Strategic Plan identifies “international” as one of several fundamental services to member Institutes, and associates. This priority on “international” is designed to facilitate business development opportunities, contribute to innovative and emerging policy relating to international education and the place of TAFE Institutes.

• NETWORK LEADERSHIP -- Lead the Australian TAFE International Network (a network group managed by TDA), and contribute to successfully scope and implement the calendar of events and projects for a National Educational Secretariat.

• FINANCIAL – Manage the developing financial scope and controls for TDA, which includes recently launched project services on Tuition Assurance certification to member Institutes, along with government and NGO contract management for TDA contributions to national VET policy and associated domestic services.

• MARKETING -- This role oversees the National Secretariat marketing plan. At an executive level, the role brings overall remit to event planning and marketing of events, driving the Secretariat’s communications platform – including the www.tda.edu.au website and Monday national e-newsletter.

Selection Criteria

1. Demonstrated experience in international education, with emphasis on student recruitment and business development
2. Demonstrated experience with the TAFE Institute or tertiary network, including educational programme development as it applies to international
3. Demonstrated experience in managing and/or contributing to educational marketing, with financial accountabilities and success factors leading to wider strengths to leverage these skills at a national level
4. Capability to manage professional network events, along with management of external policy and bureaucratic stakeholders
5. Demonstrated communication and customer services skills.
6. Demonstrated ability to work independently and as part of a team.
7. Higher qualifications in marketing, business administration or similar competencies.

Notes

Note 1: Flexible work hours are available. Please note that this position does not involve work on weekends, and extended holidays are available over summer TAFE vacation periods.

Note 2: Applicants must sign a declaration for not being a person convicted of a serious sex offence or a registrable offence.

Specific Inquiries

Background www.tda.edu.au
Martin Riordan, CEO, TAFE Directors Australia. Mobile 0402 090 035
Sue Hart, Commerce Management Services, Telephone (02) 6290 1505 or email commercemgt@bigpond.com

Applications

Sue Hart, Commerce Management Services
Email commercemgt@bigpond.com

Closing date

24 July 2009 (quote Job Reference)