

ACECQA Position Description

Position Title	Manager Program Delivery	Reports to	Program Senior Manager
Group	Educational Leadership	Team	Queensland Supporting Regulatory Quality and Consistency Program
Classification	Band 6	Direct reports	Up to 8
Hours / FTE	38 hours per week (<i>FT</i>)	PD ID No:	P00102

Purpose of the Role

The **Manager Program Delivery** will manage the effective and efficient delivery of training and resources through the Queensland Supporting Regulatory Quality and Consistency Program by leading, managing and mentoring team members to achieve the program's outcomes and objectives.

About the Educational Leadership group

The **Educational Leadership** group leads ACECQA's national activities relating to promoting and recognising quality educational programs, practices and policies and supporting the sector and authorised officers to build a shared understanding of and commitment to implementing the National Quality Framework (NQF) and continual quality improvement.

Led by the National Education Leader (NEL), the group comprises three teams with the following major functions:

- Working collaboratively with regulatory authorities and peak organisations to develop and deliver presentations, workshops, articles, training, guidance materials and resources to build a shared understanding of the requirements and expectations of the National Quality Framework (NQF) for authorised officers, educators, approved providers and interested others.
- Assessing and promoting excellence in the delivery of education and care services and supporting continual quality improvement.
- Providing advice on quality programs, practices and policies in education and care services and contributing to national reform processes.

About the Queensland Supporting Regulatory Quality and Consistency Program

The Queensland Department of Education has contracted ACECQA to develop and implement a program that will provide structured, competency-based training and assessment to support the effective delivery of regulatory functions. The program will provide structured support for staff at all levels of proficiency, delivered through a combination of online, face-to-face and other modes.

The objectives of the program are to:

- Support the professional development of Queensland regulatory staff in all roles and

at all levels of proficiency;

- Provide a comprehensive, structured, multi-platform suite of training materials that support the delivery of all core regulatory functions and that respond to different staff learning styles;
- Ensure that professional development is supported by systems for practice-based assessment of learning;
- Provide opportunities and resources for both group and individual learning;
- Provide an objective system for assessing regulatory officer capability for the purposes of Authorisation under the National Law.

Key Duties

- Manage and oversee day to day delivery of the program including supervision of staff, milestone management, progress and budget reporting and risk assessment.
- Manage (and contribute to) the development of resources, information, advice and support to program participants.
- Manage the development, testing and rollout of program training and testing resources.
- Assist with the delivery of face to face training.
- Oversee schedule management by setting timeframes, assigning tasks to internal team members and breaking projects into achievable actions.
- Coordinate project management activities, resources, equipment and information.
- Assist with preparing program and project budgets and oversee any program/project related procurement.
- Act as the point of contact and communicate program/project status to stakeholders, including regularly briefing the Program Senior Manager/team.
- Coordinate induction and training for all team members and any contractors and consultants that may be engaged throughout the project.
- Manage internal and external resources to develop program content including training materials and resources.
- Create and maintain comprehensive program/project documentation, plans and reports ensuring compliance with EDRMS policies and procedures.
- Other duties as directed.

Selection Criteria

1. Proven experience building, managing and motivating a team to achieve high performance and deliver high quality resources and/or training programs.
2. Proven experience in scoping, planning, delivering and reporting on projects.
3. Familiarity with the National Quality Framework (including the Education and Care Services National Law, and National Regulations).
4. Demonstrated ability to build positive relationships and communicate persuasively with

internal and external stakeholders.

5. Qualification(s) and relevant experience in:

- designing and delivering training for adult learners (a Certificate IV in Training and Assessment is highly desirable) and/or
- interpreting and implementing a regulatory framework.

Other requirements:

6. Ability to undertake regular travel in Queensland to meet program requirements.