POSITION DESCRIPTION

POSITION DETAILS

Position Title: Director, International Projects and Planning

Reports to: Chief Executive Officer, DET International

Location: 1 Oxford Street, Darlington

Date: October 2010

PRIMARY OBJECTIVES

Providing leadership and direction to the development of strategic initiatives and management of the daily operations of DET International Projects and Planning. This encompasses the major areas of International project planning and implementation, business systems development and management and related finance systems.

Developing and managing opportunities in the international training market, in conjunction with various stakeholders, to facilitate the delivery and management of DET and TAFE NSW expertise and programs to interested parties in the regions of South East Asia, Northern Asia, China, Korea, Japan, the Middle East, Africa, the Americas, the Pacific and Europe.

Providing strategic high level advice to the CEO, DET International and TAFE NSW National Business, senior officers of the Department including the Deputy Director-General TAFE and Community Education, Director-General and the Minister on all aspects of the operational processes related to DET International Projects and Planning.

Developing and managing the operational policies and procedures relating to business and finance systems to ensure compliance with DET International and public sector policy requirements and to ensure secure financial and administrative data bases are maintained to support DET International operations.

Planning and developing strategic initiatives in long term planning and communications to ensure that DET International is at the forefront of the International training business sector for TAFE NSW and the Department.
REPORTING RELATIONSHIPS

The Director, International Projects and Planning reports to the Chief Executive Officer (CEO) of DET International and TAFE NSW National Business.

Other positions reporting directly to the CEO are:

- Director, International Students Centre;
- Director, TAFE NSW National and DET International Business
- Professional Support Officer

The Director, International Projects and Planning has a responsibility for approximately 29 staff and employs a number of other casual staff as required to support the delivery of the operational programs of DET International Projects and Planning

Positions reporting directly to the Director are:

- Manager, Financial Services
- Manager, International Projects
- Manager, Business Systems and Performance
- Manager, Workforce Planning and Development
- Manager Customer Information and Referral Service
- Project Operations Co-ordinator

ROLE OF THE POSITION

This position is one of three senior positions in the DET International and TAFE NSW National Business organisational structure and plays a pivotal role in supporting the Chief Executive Officer by providing a solid base of operational initiatives, systems and administrative processes to ensure the success of operations and projects.

The incumbent is to develop innovative project plans and programs to respond quickly to training demands from overseas clients and build the market position of TAFE NSW and the Department in the international training market.

The Director’s brief is to ensure that DET’s international profile meets the highest standards for education and training delivery through the implementation of successful projects to clients.

The position also has responsibility for contributing to the strategic planning directions for increasing the international training market and developing departmental policies and guidelines for the implementation and management of the programs in liaison with TAFE NSW Institutes.
The development and maintenance of standard forms of contract as well as off-shore project/contract management, administration, monitoring and reporting of financial transactions; building and managing common organisation wide international business processes and systems also lies with this position. International travel is a requirement of this position.

The Director, International Projects and Planning is a key senior officer in providing high level strategic advice to the CEO, DET International, Deputy Director-General TAFE and Community Education, Director-General and other Directors as required.

ORGANISATIONAL ENVIRONMENT

The Department of Education and Training is an innovative organisation focused on provision of service to the community through the delivery of quality education and training.

It is the role of senior staff in the department to lead the development of an organisational culture which is focused on the work of staff in schools and TAFE Institutes. Senior staff serve and support students, staff and the community; promote the development of key relationships and values; and work collaboratively with interest groups. They also value team work, problem solving and strategic issues management; and promote the significant role of education and training for the social and economic future of NSW.

More than 1.5 million students (in schools, TAFE and ACE) in NSW benefit from the services of the Department of Education and Training. To achieve this, the department has a recurrent budget of approximately $12.4 billion and a workforce of over 96,000 FTE. Its size and capacity for coordination provide opportunities to integrate the provision of education and training in ways that had not been possible traditionally.

The challenges and opportunities facing the department are immediate and significant. Success depends on providing quality support to teachers in schools, TAFE Institutes, communities and industries; ensuring that high quality learning and teaching are everyone’s central focus; providing students with the knowledge, understanding, skills and values for productive and rewarding lives; and providing vocational education and training of the highest quality. This ongoing focus is needed to meet the needs and aspirations of the community and industry, and to implement government initiatives in the provision of educational technology.

The Department of Education and Training will meet these challenges and opportunities by strengthening its focus on support for teaching and learning; leading the growth of the market position of public schools; ensuring accountability to the Government and community; and implementing an ethos of
customer service throughout the department. The department is committed to promoting public schools and TAFE and the teachers who work in them; and creating harmonious and productive relations with the teaching profession (and those who represent its members), the community and industry.

Rapidly changing information and communications technology provides further opportunities for the Department of Education and Training to apply and adapt work practices to e-business, online curriculum, flexible delivery of services and products, and strategic use of executive information to inform corporate and educational decisions.

Provision of high quality public education and training requires the concerted effort of every senior officer of the department. These efforts require close alignment of policy and support through the department’s directorates and portfolios with the needs of schools and TAFE Institutes.

The staffing environment of the Department of Education and Training is diverse and complex. Staff are employed under a number of Acts of Parliament, with the majority being covered by the *Teaching Service Act 1980* and the *Public Sector Employment and Management Act 2002* (this includes staff employed under Chapter 1A of the *Public Sector Employment and Management Act 2002* in the Department of Education and Training, or the TAFE Commission Division, to enable the TAFE Commission to exercise its functions). Every senior officer of the department will ensure that all staff, regardless of the awards governing their employment, are committed to the corporate priorities.

Provision of high quality public education and training services requires the concerted effort of every DET senior officer. These efforts require closer alignment of policy and support through DET’s directorates and portfolios with the needs of schools, TAFE Institutes and all other areas of DET.

The TAFE and Community Education portfolio is the largest provider of vocational education and training in Australia. It has a major responsibility for ensuring industry and enterprises in NSW have a highly skilled workforce to support NSW’s competitive performance in the global economy. It provides high quality vocational education and training to over 500,000 students annually as well as managing adult migrant and community education across the state.

TAFE NSW operates in a rapidly changing operating environment which includes greater levels of user choice and contestable funding; the transition to outcomes based performance reporting; increased flexibility in delivery of services and greater responsiveness to industry needs, including reducing skill shortages.

Within this broad organisational context, DET International is expected to drive the development and implementation of DET-wide international marketing
strategy, business development, international relations and international student recruitment.

In 2008-9 DET’s combined on and off shore international business activities generated annual gross revenues in excess of $100 million. These activities encompass on shore study tours, ELICOS provision, TAFE and Schools international students, as well as off shore international projects, consultancies and VET delivery programs.

The Director, International Projects and Planning is responsible to the CEO, DET International and TAFE NSW National Business for the provision of strategic advice and the management of the daily operations. This responsibility encompasses the major areas of international project development and project management, finance, business systems and performance and international relations.

KEY ACCOUNTABILITIES

• Leading and directing the daily operations of DET International projects and planning in consultation with the CEO, DET International.

• Leading the planning and development of strategic initiatives to support the long term directions of DET International projects and planning.

• Understanding risk management principles and having the capacity to conduct risk assessment activities at strategic points in a project.

• Ensuring the delivery of international relations programs and initiatives that highlight the high quality of TAFE NSW and Department of Education Training and Education delivery.

• Managing a coordinated DET-wide approach to pursuing both on and off-shore international commercial business opportunities in line with DET’s agreed business principles and International Strategic Plan 2007-2010 in consultation with Regions and TAFE Institutes.

• Managing all finance functions including budgeting, forecasting, monitoring and reporting to ensure accuracy and compliance with public sector and Departmental requirements

• Leading and directing the development of effective project management systems for successfully managing the delivery of overseas commercial programs, projects and consultancies.

• Leading the negotiation of contracts with international clients and monitoring legal obligations and commitments arising from contracts.

• Directing the ongoing administration of international projects and the database of international commercial business development activities, including those conducted by school Regions and TAFE NSW Institutes.
• Coordinating and monitoring DET International Projects to ensure all reporting requirements are met and the projects and programs are implemented in line with contract requirements.

• Ensuring DET International complies with appropriate DET policies and procedures while operating within both on and off-shore international commercial business environments.

• Demonstrating commitment to core NSW public sector values of cultural diversity, equity and ethical practice, and a healthy, safe and fair workplace; and capacity to lead staff in implementing these values.

INTERPERSONAL RELATIONSHIPS

The Director Projects and Planning has frequent contact with the CEO, DET International and TAFE NSW National Business, Director International Students, Director TAFE NSW National and DET International Business, senior DET executives and TAFE Institute Directors to discuss issues, priorities and international business strategy and support needs.

The position has regular contact with TAFE NSW Institute Managers, International Business as well as DET Corporate Marketing, Regional Directors, School Education Directors and other senior departmental staff such as Legal Services and Financial Services Directorates as required.

The position provides authoritative advice to the CEO, DET International and TAFE NSW National Business, Deputy Director-General TAFE and Community Education and the Director-General of Education and Training and Managing Director TAFE NSW as required.

In relation to implementing successful international projects, the position will need to establish strong links and relationships with peak level executives and committees in TAFE, DET, Government, industry and international trade, business and aid organisations with links to the VET and higher education sectors.

The position also consults and negotiates with contractors and service providers and a range of external agencies including the NSW Department of State and Regional Development, Premier’s Department and Tourism NSW, as well as equivalent inter-state organisations.

CHALLENGES AND CONSTRAINTS

Challenges faced by the position include:

• Implementing efficient and compliant business processes to meet the goals of DET International
• Managing operational diversity in a complex international business activities, products and services environment across DET.

• Managing international business programs which include the preparation of the NSW DET international travel.

• Developing and managing effective financial and administrative process to ensure full accountability for DET International business.

• Establishing effective working relationships with commercial business development units and staff in TAFE Institutes and Regions.

• Working with TAFE Institutes to proactively analyse, manage and reduce the cost of international marketing and sales including overseas travel, agents, offices, proposals and projects.

• Operating in a highly competitive international market place with a large number of competitors in the public and private sectors competing for the same international clients.

• Developing and implementing effective marketing and sales strategies to broaden and grow DET International’s commercial activities in an increasingly competitive international business environment.

• Monitoring developments in international political, educational, economic and commercial business priorities to inform DET international business strategy and competitive positioning.

• Assisting Regions and TAFE Institutes to develop commercial relationships and alliances with national and international government agencies, industry groups and education providers.

• Understanding of the national profile of the international training and education market.

DECISION MAKING

Within the context of Government commitments and the Department’s state wide policy framework the Director, Policy and Planning:

• Determines the objectives and strategic directions for international business in consultation with the CEO, DET International and other relevant stakeholders.

• Is responsible for the management and resolution of any contentious issues arising in the Projects and Planning operational portfolio.

• Recommends action to the CEO DET International on issues including strategic directions for international business, expenditure on overseas
planning initiatives, business growth strategies and operational financial priorities.

- Prioritises workloads for the professional teams reporting to the position to ensure a high quality services to all clients.

- Provides expert advice to the CEO DET International, Deputy Director-General, TAFE & CE, Deputy Director-General (Schools), Director-General on emerging issues to ensure consistency in the implementation of vocational training and educational programs for TAFE NSW and Government Schools as appropriate.

- Exercises a financial delegation of $150,000 on the purchase of goods and services.

POSITION DIMENSIONS

Staffing
Reporting directly: 6

Reporting indirectly 29 plus casual staff as required

Budget
Operating Budget including salaries $1.9 million

KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED

- Extensive knowledge and understanding of the education and training sector with appropriate tertiary qualifications or equivalent.

- Extensive knowledge and understanding of public sector finance and administration policies and procedures and related compliance requirements.

- High-level business acumen and commercial awareness with experience in preparing costings and managing budgets.

- Demonstrated international project management experience with skills in understanding and developing complex tender documents and managing multiple projects simultaneously.

- High-level interpersonal, communication and negotiation skills and ability to work in a multicultural, internationally-focused business environment.
• Capacity to carry out research and analyse complex issues and providing strategic resolutions to meet future business needs.

• Experience in the preparation and comprehension of legal documentation especially in the area of international contracts.

• Ability to develop, implement and review policy and procedures relating to conducting commercial operations in a public sector environment.

• Successful experience in managing a large and diverse team of professional staff.

• Capacity to lead staff in implementing the Department’s Aboriginal education and training policies and to ensure quality outcomes for Aboriginal people.