

POSITION DESCRIPTION

POSITION TITLE:	Education Technology Consultant (Commercial Cookery)
LOCATION:	Based in Qiandao Dao Lake (Zhejiang province) China
APPOINTMENT TYPE:	Fixed Term – 2 years up
REPORTS TO:	Executive Director ASET Co Ltd

INSTITUTE CONTEXT

Angliss (Shanghai) Education Technology Co Ltd (ASET Co Ltd) is a wholly owned subsidiary of Angliss Consulting which, in turn, is owned by William Angliss Institute.

William Angliss Institute is the Government endorsed specialist training provider for the foods, tourism, hospitality and events industries and is recognized as Australia's leading provider of training for these key industry sectors. The Institute aims to provide excellent vocational education and training services for industry, students and government in Victoria, Australia and globally.

Programs offered by William Angliss Institute range from one-day courses and weekend industry training, through to apprenticeships, nationally recognised certificates and two-year full-time advanced diploma programs. Specialist degree programs extend the Institute's portfolio to provide higher level business and management education. Close links with industry and continuing innovation in the delivery of services ensure the relevance of programs to today's workplace.

The Institute is involved in delivering services internationally including operating offshore campuses, partnering with commercial clients in human resource development activities, and undertaking project work funded by multilateral and bilateral agencies. The Institute is working to a strategic plan around themes of Educational Excellence, Industry Engagement, Internationalisation and Corporate & Social Responsibility.

The Institute is based in Melbourne, Australia, operates nationally and internationally with operations in Thailand, Malaysia, China, Vietnam, Sri Lanka and Singapore.

The Institute has entered partnership with Tourism College of Zhejiang, Zhongshan Polytechnic and Nanjing Institute of Tourism & Hospitality to deliver in China specialist education technology consulting services. The services are designed to allow our partner Institutes to gain a valuable understanding of local and international cookery and hospitality trends specifically tailored to meeting the demands of the Chinese Hospitality & Tourism industry.

JOB PURPOSE

The Education Technology Consultant (Commercial Cookery) is responsible for providing consultancy services around the planning, developing, delivery and review of training

programs from Certificate IV to Advanced Diploma levels in China in Commercial Cookery, Tourism and Hospitality area.

PRIMARY OBJECTIVES:

The primary objectives of this position are to:

- Ensure that trainees/students, receive excellent training and assessment for the benefit of employers and industry in a range of training programs being offered.
- Support the coordination of training and assessment activities conducted by visiting Institute staff, locally contracted foreign teaching staff and local teaching staff.
- Provide support and guidance in the re-assessment of students of the Institute joint partnership programs.
- Develop training resources as appropriate.
- Assist in relation to the establishment, maintenance and review of training programs.
- Actively maintain and share current knowledge and skills in the programs being delivered.
- Support the business opportunities and commercial project services.
- Enhance the reputation of William Angliss Institute by behaving in a professional and ethical manner in all situations.
- Carry out relevant administrative duties.

REPORTING AND WORKING RELATIONSHIPS

The Education Technology Consultant will report directly to the Executive Director. There are no positions reporting to this role.

TYPICAL FUNCTIONS

- Provide consultancy services to partner organisations as directed
- Assist others with program related administrative tasks.
- Assist team members with resource development
- Provide advice and guidance within areas of specialist expertise.
- Assist with counselling students/trainees on course work issues.
- Adapt training resources as appropriate to meet client needs.
- Establish and maintain a learning environment, including encouraging students/trainees to take responsibility for their own learning.
- Assist in relation to the establishment, maintenance and review of training programs.
- Determine training strategies.
- Coordinate student/trainee resources.
- Ensure assessment is valid, reliable and fair and allow flexibility in delivery and assessment to take into consideration students/trainees needs and learning abilities.

JUDGEMENT AND ACCOUNTABILITY

- Exercise judgment and initiative.
- Plan and prioritise work schedule.
- Set and achieve training objectives.
- Work independently and in a team environment.
- Set priorities, plan and manage training resources.

ORGANISATIONAL RELATIONSHIPS AND IMPACT

- Consult and provide educational services under the direction of the Executive Director
- Provide a well-developed range of training strategies to students/trainees.
- Undertake a range of administrative, coordination, and learning services activities directly related to the areas taught.

SPECIALIST SKILLS & KNOWLEDGE

- Develop training and learning strategies and materials.
- Adapt training and assessment materials to cater for different students/trainees, learning environments, facilities and resources.

- Moderate and validate outcomes.
- Develop training resources as appropriate.

Notes:

- The incumbent can expect to be allocated duties not specifically mentioned in this document but within the capacity, qualifications and experience normally expected from persons occupying positions at this level.
- Specific performance targets will be negotiated as part of regular performance planning and review process.
- Be familiar and ensure compliance with the relevant state and territory Vocational Educational and Training (VET) Government Funding Contract at all times by meeting contractual requirements of the Contract(s) and ensuring all staff are aware of their responsibilities mandated by the Contract(s). Ensure that internal and external audit recommendations that relate to the relevant VET Government Funding Contract(s) are actioned and implemented on a timely basis and reported accordingly.

KEY SELECTION CRITERIA (KSC)

The ability to work and live in China

1. Applicants require an approved degree in a relevant vocational area or equivalent level qualifications in a relevant field.
2. A minimum Certificate IV in Commercial Cookery. Plus a minimum qualification to deliver education technology consulting - the Certificate IV in TAE40116 is required
3. Strong student management skills
4. Ability to research and develop appropriate teaching/training materials and methods of assessment from a Foods training package or accredited curriculum
5. Ability to adapt delivery and assessment methods to meet student needs using appropriate technology in a diverse teaching environment
6. Fluent English speaker but the ability to speak Mandarin as well is preferred.
7. Ability to work independently and be based in Qiandao Dao Lake area (Zhejiang province).
8. Demonstrated behaviours that align with the William Angliss Institute Values: Personal Responsibility; Inspiration; Empowerment; Community; Expertise.

SPECIAL CONDITIONS

The successful candidate will be required to provide a current International Police Check and a Working with Children Check, or equivalent, prior to commencement.

WILLIAM ANGLISS INSTITUTE STRATEGY 2021 - 2023

Statement of Vision: To be the first choice educational provider for foods, tourism, hospitality and events in Australia and internationally across locations in which we operate.

Statement of Mission: To deliver the highest quality specialist skills and educational programs to inspire and empower our students whilst adding value to our industry across all sectors and engaging with our diverse communities.

Business Strategy: To be the first choice provider for foods, tourism, hospitality and events education training and industry services.

To use differentiation, based on William Angliss Institute's specialist expertise, broad range of programs (vocational and higher education) and quality of facilities, our connection to the industry community and our corporate experience.

To grow in a manageable and profitable manner working to achieve the owner's target for financial sustainability.

STRATEGIC THEMES

William Angliss Institute has established a 10 year vision of its strategic priorities. In looking to 2030 the six strategic priorities are:

- Innovation and the Learning Experience
- Future Focused Knowledge and Skills
- Optimising International Opportunities
- Skills and Industry Partnerships
- Capability and Capacity
- Leading Facilities and Infrastructure

The 2021 - 2023 Strategic Plan sits within the 10 year planning horizon.

William Angliss Institute's Strategic Plan 2021 - 2023 seeks to support:

1. Education excellence
2. Enhancing Student Experiences
3. Partnerships
4. International Development
5. Innovation
6. Sustainability

INSTITUTE VALUES

Personal Responsibility: accountable, responsive, with integrity, respect and impartiality and acknowledging human rights

Inspiration: passionate, stimulating and optimistic

Empowerment: nurturing, encouragement and challenging

Community: sharing, partnership and connections

Expertise: leadership, innovation and industry practice