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| Position Title: | <i>Director of Studies – English Language teaching</i> | | |
| Reports To: | <i>Group Executive, Education</i> | | |
| Business Unit: | <i>Education Group</i> | Ref Number: (HR use) | <i>[Insert Number]</i> |
| Location: | <i>Kensington</i> | | |
| Employment: | <i>Permanent full-time</i> | | |
| WWC Check: | <i>Required</i> | Sales Position | <i>No</i> |
| Approved By | <i>Group Executive Education</i> | Approval Date | <i>August 2017</i> |

1. ORGANISATIONAL CONTEXT

UNSW Global is the not-for-profit international education and assessment company of UNSW Australia. Established in 1999, the company is a wholly-owned enterprise of UNSW. Its purpose is to promote, support and add value to UNSW Australia and its brand by developing and delivering premium education and assessment offerings around the world. The company operates in areas ancillary to the core business of the University whilst supporting the international initiatives and activities of the University and leveraging the UNSW brand in markets beyond the University’s operations.

UNSW Global has two core areas of business expertise:

- educational measurement and assessment
- education and training

These activities are currently managed through the following Business Units:

- Assessment (Educational Assessment Australia (EAA))
- Education (including UNSW Foundation Studies & UNSW Institute of Languages (UNSWIL))

The Business Units are supported and partnered with by a number of functions including business transformation, finance, human resources, legal & compliance and sales & marketing. These functions partner with the business units to ensure business objects are met in an efficient manner. The company also has subsidiary organisations in Singapore and Hong Kong.

2. POSITION SUMMARY

[A brief summary of the Position’s purpose or role]

The role of the Director of Studies – English Language teaching is responsible for the effective financial, academic, human resources and operational management of UNSW Global’s English language courses

The Director of Studies, reports to the Group Executive, Education and is responsible for ensuring the delivery of high quality language courses. This role is also responsible for providing high level advice and expertise in relation English language proficiency assessments and frameworks



3. RESPONSIBILITY PROFILE

A. Common Responsibilities:

#4 is applicable to role with supervisor duties and above

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| 1. Comply with and promote agreed WHS practices, privacy provisions, agreed codes, policies and procedures, and conduct work in a respectful, safe and efficient manner |
| 2. Participate in and promote UNSW Global core workplace programs, including, but not limited to, those relating to performance and professional development |
| 3. Work collaboratively within the business group and across the organisation to promote effective communication and information sharing |
| 4. Provide appropriate people and / or technical leadership commensurate with seniority / position in a way that demonstrates measurable contribution towards achieving UNSW Global's objectives |

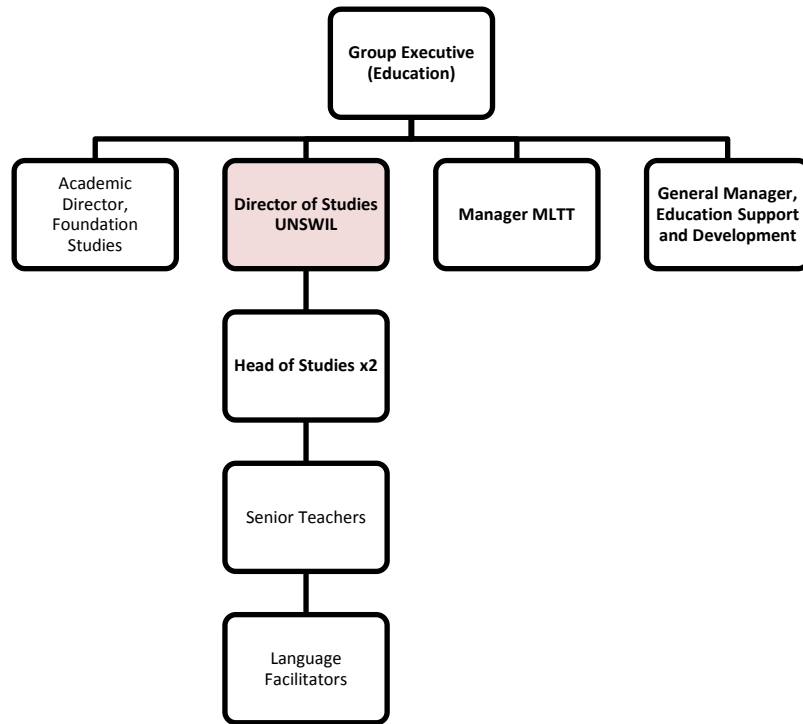
B. Key Responsibilities (no more than 12 key areas):

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| 1. Ensure the delivery of high academic quality and commercially viable language programs relevant to the needs of the students and aligned with the strategies of UNSWG and UNSW |
| 2. Provide high level advice in regard to English language teaching and curriculum; ELICOS; English language entry requirements and proficiency assessments/frameworks to assist UNSW Global to effectively operate its language teaching activities to meet changing market needs |
| 3. Ensure the effective financial, academic and operational management of UNSW Global's suite of English language courses which include, but are not limited to Direct Entry English; ELICOS; study tours. |
| 4. Planning and management of a team of Heads of Studies, Coordinators and Teachers to ensure high quality course delivery and student assessment |
| 5. Ensure that Languages meets the legislative requirements relating to international students (eg TEQSA) and that internal control and reporting requirements of UNSW Global are met. |
| 6. Ensure client satisfaction with quality of courses, learning environment and responsiveness of teachers to student needs. Monitor and report on cohort academic performance |



7. Actively collaborate with other teams with UNSW Global to develop business opportunities, promote UNSW Global programs, ensure optimum student experience and academic outcomes are achieved.

4. ORGANISATIONAL STRUCTURE



5. APPOINTMENT PROFILE

A. Selection Criteria

To be considered for this role candidates must be able to demonstrate they have:

Qualifications and Experience

Essential:

- Post graduate qualifications in TESOL and/ or Linguistics
- Demonstrated experience in curriculum, staff and resource management of ELT programmes, particularly academic English programs leading to university entry
- Ability to manage the planning, financial and administrative functions of a varied range of programmes
- Highly developed people management and communication skills
- demonstrated ability to build effective networks and relationships with staff, students and clients from diverse backgrounds.
- Excellent computer skills including word processing, spreadsheets, and databases using MS office software.



- In depth knowledge of English proficiency assessment frameworks and entry requirements for academic study Australian universities
- Familiarity and commitment to the regulatory framework for International education

Desirable:

- Sound understanding of people, cultures, education systems and economies in Australia’s major education markets.
- Relevant professional qualifications in Management e.g. IDLTM

Competencies

(Those underlying characteristics of the individual which are aligned with UNSWG’s Values and are critical behaviours for superior performance)

- Demonstrated safety awareness through unswerving commitment to defined safety systems and processes
- Respect and recognition that people have different values and opinions which individuals have a right to hold
- Strong customer focus
- Demonstrated commitment to work and is able to press on even in difficult times
- Constructive communication, ability to clearly articulate issues
- Act with integrity in the workplace exuding trust, honesty, and decency
- Recognises where a team needs to be developed and establish a greater sense of trust between team members
- Displays adaptability and resilience to meet a standard of excellence and complete assigned tasks
- Lead by example and with tough empathy
- Preparedness to make difficult decisions where required, and is able to communicate decision to the business

B. Conditions of Employment

Remuneration Basis: *Salary*
Location: *Kensington*

and all conditions outlined in UNSWG’s Policies and Procedures.

POSITION DIMENSIONS

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|---------------------------------------|---|
| Number of direct reports | 3 |
| Number of direct and indirect reports | |
| Financial delegations | |
| HR Delegations | |

6. CERTIFICATION



The details outlined in this Position Description are an accurate representation of the responsibilities, accountabilities and appointment factors of the position.

[Insert Approver's Position Title]

[Insert Date]
