Ozford College of Business is an established provider of quality education delivering English Language, High School, Vocational and Higher Education courses to international students in Melbourne. We are looking for an outstanding Academic Coordinator to join our VET team. If you are an enthusiastic, qualified and experienced coordinator who is passionate about academic administration and have experience in teaching Hospitality, Business, IT or Accounting, then we would like to hear from you.

**KEY RESPONSIBILITIES:**

The Academic Coordinator has the responsibility for providing high quality academic leadership and support to ensure academic standards are maintained. You will coordinate the training, administration, curriculum development and delivery as well as teacher and student feedback to ensure consistency and quality. You are committed to continuous improvement in an organisation that is proud of its students learning outcomes and achievements.

**QUALIFICATIONS AND EXPERIENCE REQUIRED:**

- Advanced Diploma or higher qualification
- TAE 40110 Certificate IV Training and Assessment or above
- A minimum three (3) years relevant industry and RTO experience
- Knowledge of ASQA and ESOS requirements for RTOs
- Excellent presentation and training skills
- Computer proficiency and experience with databases, digital learning platforms (Moodle) and Microsoft Office applications.
- Demonstrated capacity to supervise and lead a workplace team
- Ability to multi-task and work to set deadlines
- High-level verbal and written communication skills
- Ability to initiate and manage working relationships across a diverse group of cultures

**SPECIFIC DUTIES will include:**

**Delivery: Teaching and Assessment Practices**

- Developing Ozford Delivery and Assessment Plans
- Demonstrating effective teaching practices
Monitoring and reporting student progress and results
Observation of trainers for managing their performance and professional development
Participating in extra-curricular activities and meetings.

Curriculum

- Ensuring the efficient and effective planning, delivery and review of curriculum and resources
- Updating curriculum resources to migrate into relevant training packages
- Ongoing professional development in course area and implementation of resources obtained through professional development.

Student Management

- Ensuring student academic performance is maximised by implementing strategies to motivate learning
- Monitoring student academic performance closely
- Implementing and evaluating student feedback surveys.

Other

- Oversight of Ozford commercial kitchen
- Oversight of food budgeting
- Oversight of catering for Ozford events and supporting cross-school activities

SPECIFIC ANNUAL RESULTS TO BE ACHIEVED:

- The organisation, management and quality delivery of the VET courses is effective and efficient
- Student academic performance is maximised
- Student satisfaction levels and student numbers maintained during the year
- Trainers' performance is efficient and effective
- Curriculum is thoroughly documented;
- High levels of engagement and consultation with relevant enterprises and employers
- Positive and supportive contributions to the operations of the workplace team

Please apply online or by email via recruitment@ozford.edu.au with a brief cover letter and resume.

*Please note that only successful shortlisted candidates will be contacted.