Ozford College of Business is looking for an outstanding Hospitality Coordinator who can also teach Certificate III, IV and Diploma Hospitality courses. If you are an enthusiastic, qualified and experienced coordinator with relevant industry and RTO experience then we would like to hear from you.

The Course Coordinator, Hospitality will be responsible for coordinating the training, administration and curriculum development for all Hospitality/Commercial Cookery classes and looking after teachers as needed for the Hospitality courses.

**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
• Food budgeting - costing and preparing orders
• Catering Ozford events and supporting cross-school activities

QUALIFICATIONS AND EXPERIENCE REQUIRED:

Essential:

• Advanced Diploma or higher qualification in Hospitality
• 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
• Demonstrated capacity to supervise and lead a workplace team
• High-level verbal and written communication skills.

Desirable:

• Degree level qualification
• Knowledge of Learning Management and Student Management systems
• Demonstrated commitment to continuous improvement.

SPECIFIC ANNUAL RESULTS TO BE ACHIEVED:

• The organisation, management and quality delivery of the Hospitality 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 cover letter and resume. Only shortlisted applicants will be contacted.