

POSITION DESCRIPTION

IDENTIFICATION

Position Title: Coordinator, Economics, Official StatisticsPosition Number: LFS034Section : Pacific TAFEDepartment: College of Foundation StudiesLocation: Laucala CampusCategory: Academic

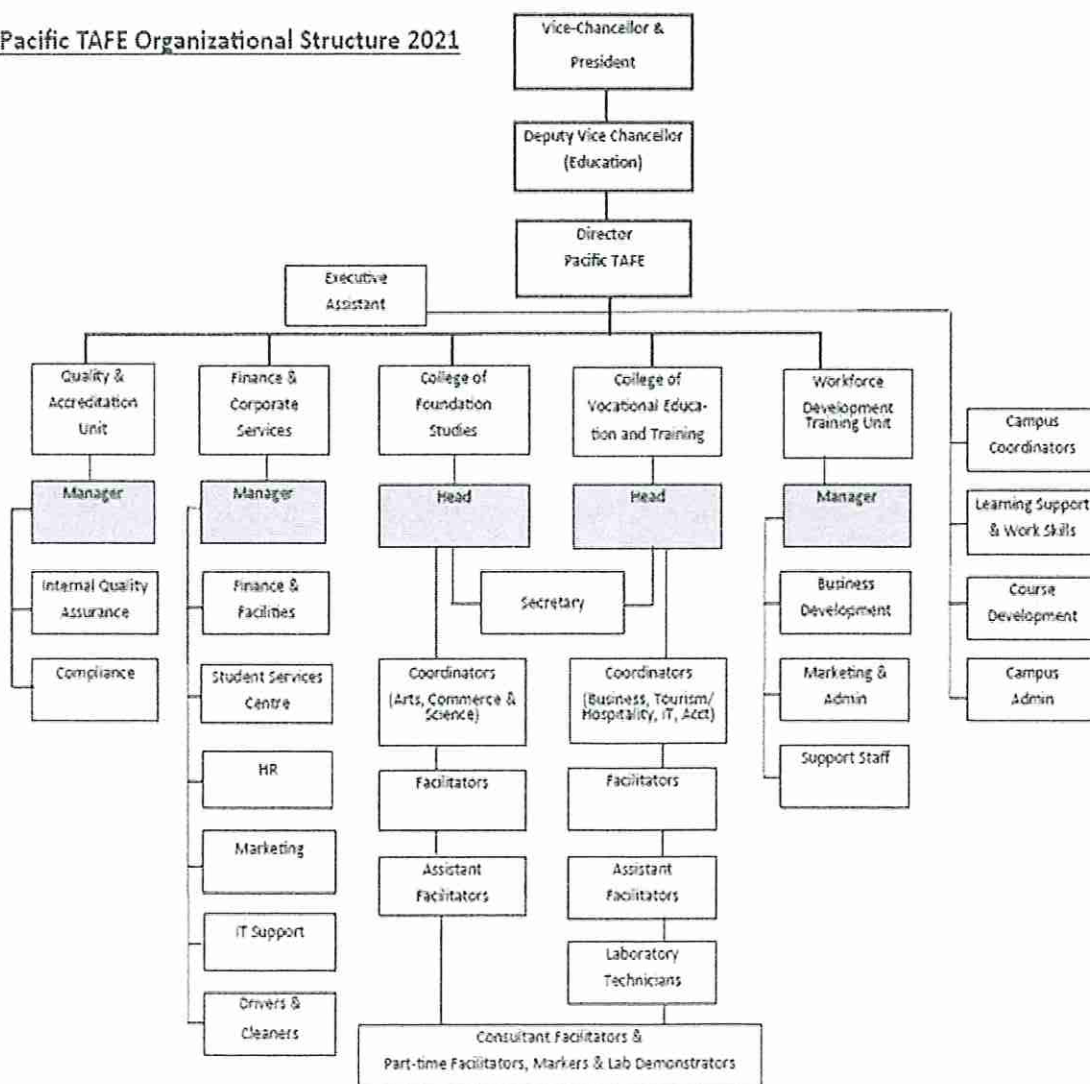
Grade: PTAFE Coordinator Option 2

Current Incumbent: Resigned

Date of substantive appointment: _____

Reports To: Director, Pacific TAFE Supervised by: Head of College, CFS

ORGANIZATION CONTEXT

Pacific TAFE Organizational Structure 2021

POSITION DESCRIPTION**PURPOSE**

The purpose of this position is to coordinate the Preliminary and Foundation Economics and Official Statistics courses under the College of Foundation Studies. The Coordinator is responsible for the preparation and delivery of the Physics and Engineering courses across the USP campuses. The Coordinator is also responsible for the management of teaching staff, operational logistics and resources required and maintaining the quality of the courses in the programmes.

NATURE AND SCOPE

Pacific TAFE offers skills based qualifications, Foundation & Preliminary studies and short term trainings at USP. The Coordinator Economics & Official Statistics will be responsible for the all the Preliminary and Foundation Economics & Official Statistics courses. The person will also be responsible for the revision of content of these courses.

A key responsibility is teaching, creating authentic and relevant assessments with marking rubrics to ensure achievement of both course and programme learning outcomes. This responsibility also includes providing academic leadership to the teaching team.

Administratively, the Coordinator is expected to work closely with the Head of College to achieve the College annual plan and Pacific TAFE strategic plan. The Coordinator will be generally responsible for the activities required within the College and is accountable to the Director through the Head of College.

POSITION DIMENSIONS

Give details of staff and total level of costs within the organization under the position's overall control.

Staff Responsible for:

Directly: Full time & Part-time Facilitators Indirectly: through Head of College CFS

Total Level of Costs: NA

Limits of Authority:

Financial: NA

Non Financial: NA

Key Relationships /Internal and External Contacts:

Lists the key inter-relationships that is necessary for effective performance in the job. Also describe the nature of contact most typically expected with those key working relationships

External <ul style="list-style-type: none"> Representatives of member government, private sector and NGO 	Purpose of contact <ul style="list-style-type: none"> Programme development, continuous improvement and relevance
Internal	Purpose of contact

<ul style="list-style-type: none"> • Director • Head of College • Students • Heads of Schools • Campus Directors • Staff within Pacific TAFE • Heads of Staff from USP support sections 	<ul style="list-style-type: none"> • Providing/receiving information, facilitating and participating in events
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KEY RESULT AREAS / KEY ACHIEVEMENT AREAS

Aim: KRAs to have a logical heading. KRAs: 4 – 6 in total Key tasks : 4-5 tasks per KRA. Performance

Measures: Identify the performance standards for someone doing the job at the 100% level. Use both quantitative and qualitative measures, Measures the KRA as a whole, not every task. Maximum 3 measures for each KRA Include KRA for Corporate Responsibilities which is generic to all positions

Key Result Areas <i>Jobholder is responsible for</i>	Performance Measures <i>Jobholder is successful when</i>
1. Learning and Teaching <ul style="list-style-type: none"> • Resource development • Class facilitation • Intervention and remedial work • Skills and attributes 	(Keep measures general at this stage, as the precise performance standards can be spelled out as part of the performance management process) <ul style="list-style-type: none"> • Scheduling/assigning of classes • Vet session plans (prepared in advance and used in sessions/classes) • Learning support (documented evidence of referrals) • Development of IA materials and Course Outlines • Moodle pages (updated regularly) • Moderation of marking • Teaching methods/Class delivery (suitable for content and appropriate use of IT, individual and group presentations when applicable) • Technology use (knowledge and use of Moodle and other Microsoft packages when applicable) • Classroom & distance teaching (clear content and suitable delivery methods) • Monitor students' performance and identify at-risk students and remedial action (Identified and action taken: documented evidence) • Learning support initiative (documented evidence: Moodle announcements, an organization with RLSS) • Solicited/unsolicited feedback from

	<p>students, etc. (documented evidence: SEC survey, emails)</p> <ul style="list-style-type: none"> • Communication, teamwork, customer/student service, attitude and behavior (Responding to emails and requests, participate in discipline and college meetings, student events, and forums)
<p>2. Assessment and Feedback</p> <ul style="list-style-type: none"> • Assessment Preparation • Feedback on Assessment • Impact on Student Learning 	<ul style="list-style-type: none"> • Prepare Assessments (in line with Approved Course Proposals) • Marking – Turnaround time and adherence to marking Rubrics • Written feedback is given on each assessment • Ensure timely feedback to students • Class observation • Attainment of subject Learning Outcomes by a majority of students as indicated by Quality of Teaching criteria • Unsolicited Feedback (e.g. letters/emails/thank you cards from students, alumni, and peers, samples of best student work)
<p>3. Administrative Duties & Initiatives</p> <ul style="list-style-type: none"> • Marketing • Program and Course Administration 	<ul style="list-style-type: none"> • Participate in marketing activities (attendance when rostered by the College) • Lead the Physics team in Open Day activities (preparation of displays and scheduling duties) • Identify students for testimonials (timely response to a request; documented evidence) • Contribute to the contents of marketing materials (documented evidence, feedback from Coordinator) • Identification of opportunities & initiatives (communication with Head of College) • Prepare Semester results and present to the College BOA • Present reports to the College BOS
<p>4. Quality Assurance</p> <ul style="list-style-type: none"> • Internal Quality assurance • Initiatives on Programme and Course Continuous Improvement 	<ul style="list-style-type: none"> • Provide necessary Course information and documentation to the HOC • Present proposals on changes and new

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<ul style="list-style-type: none"> • Support for programme accreditation/re-accreditation, and compliance – regional and international • Community outreach 	<p>development for Physics & Engineering courses</p> <ul style="list-style-type: none"> • Maintain and comply with internal quality assurance requirements (documented evidence) • Adhere to the Framework for the Internal Quality Assurance and Continuous Improvement(IQAF) of Pacific TAFE • Respond and action items from the Student Evaluation of Courses (SEC) survey (documented evidence) • Participate in internal course audit and annual course reviews (documented evidence) • Implement agreed necessary actions for improvement as advised (communication with the Head of College) • Contribute to revisions when relevant (documented evidence) • Assist in maintaining compliance standards • Support and contribution towards re-accreditation (documented evidence) • Outreach activities (documented evidence) • Professional development (documented evidence)
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TERMS & CONDITIONS

Salary: \$51,721.54 to \$66,857.18 (FJD)

Length of Contract: 3 years

Gratuity and Allowances: NA

Other Benefits: NA

POSITION SPECIFICATION

Qualifications (or equivalent level of learning)

<i>Essential</i>	<i>Desirable</i>
<ul style="list-style-type: none"> • Must have a Postgraduate Diploma in Economics and Undergraduate qualification in Official Statistics • Teaching qualification 	<ul style="list-style-type: none"> • Masters qualification in Economics • Postgraduate Certificate in Tertiary Teaching

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Knowledge / Experience

<i>Essential</i>	<i>Desirable</i>
<ul style="list-style-type: none"> • 10+ years teaching experience in a multimodal learning institution • Demonstrated knowledge and skills directly relevant to Economics & Official Statistics • Good communication and interpersonal skills • Proven ICT skills and experience • Team player • Very good oral and written English language skills • Must be a citizen of one of the member countries of the university 	<ul style="list-style-type: none"> • Work experience in distance and flexible learning

Key Skills / Attributes / Job Specific Competencies

The following levels would typically be expected for the 100% fully effective level:

<i>Expert level</i>	Effective Communicator Creative, innovative and up to date pedagogical knowledge and teaching ability
<i>Advanced level</i>	Good interpersonal skills Good ICT skills
<i>Working level</i>	Experience in flexible teaching and learning pedagogies Professional approach to implementation of duties Team player
<i>Awareness level</i>	Willing to learn and implement new teaching initiatives

APPROVAL

Supervisor name: Rosalia Fatiaki

Supervisor's Signature:

Date:

Staff Name:

Staff ID:

Staff Signature:

Date: