FORM 5.5.05A

POSITION DESCRIPTION

IDENTIFICATION

Position Title: Campus Coordinator –Nauru **Position Number: NPT001**

Section : Pacific TAFE **Department:** Director's Office

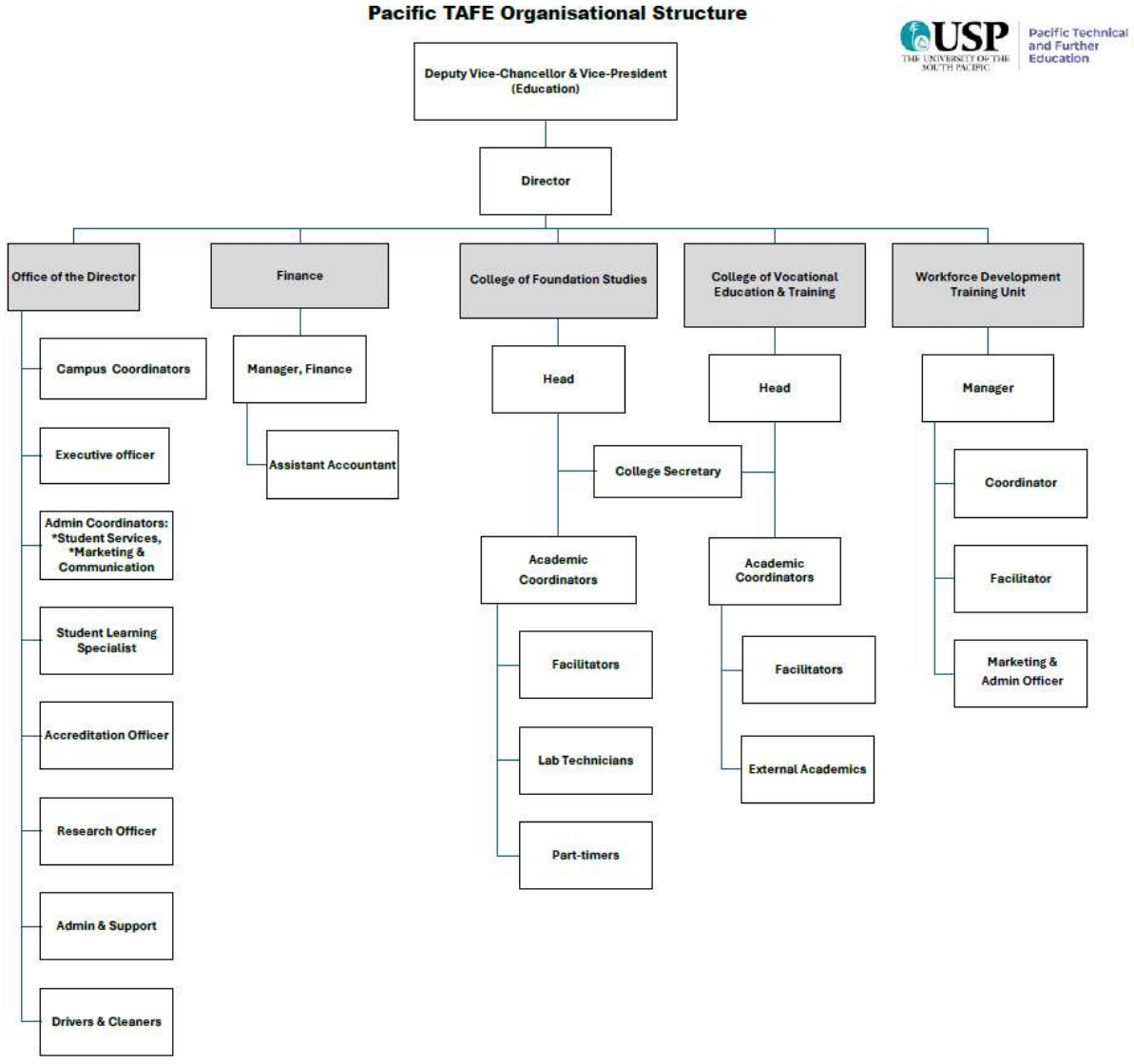
Location: Nauru **Category:** Pacific TAFE Coordinator Option 1

Current Incumbent: Formosa Scotty **Date of substantive appointment:**

Reports To: Director, Pacific TAFE

Supervised by: Director Pacific TAFE

ORGANIZATION CONTEXT: Pacific Technical and Further Education



PURPOSE

The Campus Coordinator will coordinate all programmes and courses of both Pre-Degree and Sub-Degree qualifications respectively in Nauru.

- ***What would not get done if this job did not exist?***
  - Successful coordination of Pacific TAFE Pre-Degree and Sub-Degree programme delivery at Nauru;
  - Full-time and part-time staff management and recruitment where possible;
  - Administration which includes enrolment, marketing teaching resources, student queries, etc.;
  - Represent Pacific TAFE to stakeholders.

- ***Why do we need this job at all?***
  - Pacific TAFE needs to have a dedicated person to coordinate the delivery of its programmes and courses.
  - This position is necessary to provide information and updates on programme delivery to the Pacific TAFE Management Team through the Director.
  - To expand the business of Pacific TAFE in meeting its business targets in Nauru.

NATURE AND SCOPE

Under the direction of the Director and in close consultation with Heads of Colleges, staff of support sections, the incumbent will coordinate and expand Pacific TAFE programmes in Nauru.

Key to this position is the knowledge of the local industry needs and the expansion of Pacific TAFE sub-degree admissions and enrolments.

The incumbent will be responsbile for the coordination of Pre-Degree and Sub-Degree prgrammes offered in Nauru through semester based, cohorts and flexi schools. It is expected that the coordinator will grow the business of Pacific TAFE in all programmes in Nauru. Therefore the coordinator must be actively involved in marketing and represent Pacific TAFE in Nauru. The position requires resource planning, facilitator arrangements and management, keeping all programmes financially viable and the provision of monthly reports.

POSITION DIMENSIONS

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

Staff Responsible for:

Directly: Support staff and part timers if applicable.

Indirectly: Through College Heads and Teaching Staff at the Campus.

Total Level of Costs: NA

Limits of Authority:
Financial: $_NA_____ Non-Financial: _NA_____

Key Relationships /Internal and External Contacts:

External	**Purpose of contact**
• Secondary schools; • Franchised secondary schools; • Private Sector; • Public Sector; • NGOs; • Training providers; • Advisers/Consultants.	• Information sharing on campus based pre-degree programmes; • Coordinating, monitoring and evaluation of school based programmes; • Industry needs and training alignment; • Training needs; • Information sharing, professional development and partnerships; • Expert advice for benchmarking and growth.
Internal	**Purpose of contact**
• Director; • PTAFE Management Team; • PTAFE Quality & Accreditation; • PTAFE teaching and administrative staff; • USP SAS, Library and ITS.	• For approvals and guidance; • Decision making team for operational matters; • Quality Assurance, new developments and accreditation; • Information sharing and execution of duties; • Support services in place for relevant delivering of functions.

KEY RESULT AREAS / KEY ACHIEVEMENT AREAS

Key Result Areas *Jobholder is responsible for*	**Performance Measures** *Jobholder is successful when*
1. Programme and Course Delivery • Facilitate delivery of ongoing flexible learning courses; • Facilitate delivery of blended (predominantly face to face) courses; • Conduct market research and deliver new programmes and courses.	• Student satisfaction with minimal complaints (3 to 5) which get resolved; • Increase in admission ad enrolment; • Increase in admission and growth.

2. Marketing & Programme Expansion • Regular marketing with schools and industries; • Arrange new cohorts; • Expand programmes awareness.	• New cohort delivery; • Increase in admission and enrolment; • Greater 'buy in' and product information to the general public.
3. Coordination • Constant communication on Pacific TAFE Nauru operations with Director, Heads of Colleges, Manager WDTU and Manager Finance; • Clear and correct communication about Pacific TAFE to stakeholders in Nauru.	• Smooth and successful delivery; • Stakeholders informed with correct information leading to increased confidence in the programmes resulting in admission and enrolment growth.
4. Quality • Ensure all programme delivery via Nauru Campus is conducted in line with Senate approval; • Conduct regular feedback about Pacific TAFE programmes and courses from stakeholders and report to Quality & Accreditation Unit; • Conduct regular teaching evaluation; • Teach one course from a programme; based on qualifications and expertise • Conduct Pacific TAFE student forum every semester and report to Director	• Full compliance; • Feedback given for continuous improvement; • Observation of teaching at Nauru Campus evaluated with reports submitted to relevant Heads of Colleges; • Follow up observations and reports of teaching staff in need of improvement; • One course taught in a semester; • Student forum conducted and outcome reported
5. Admission, Enrolment & Student Counselling • Admit new and resuming students; • Courses activated and students enrolled; • Provide programme counselling to new and potential students.	• Ongoing (yearly targets); • Successful registrations; • Students well informed of their study programme; • Students informed of critical deadlines regarding registrations and fee payment.
6. Administration • Manage all Pacific TAFE resources; • Assist Nauru Campus with service delivery; • Assist with other work assigned by the Director	• Effective use of allocated resources; • Positive Campus Director's report.

TERMS & CONDITIONS

Salary: AUD32,108.15 – 37,389.47

Length of Contract: 3 years

Gratuity and Allowances: NA

Other Benefits: NA

POSITION SPECIFICATION

Qualifications (or equivalent level of learning)

Essential	*Desirable*
A degree and postgraduate qualifications in Management, Business Administration or from a relevant discipline	• Masters in a relevant academic discipline, or Management, Business Administration or related field; • Teaching or Training qualifications.

Knowledge / Experience

Essential	*Desirable*
• 5 years of creative and innovative industry, tertiary teaching or similar experience; • Strong planning and organizational skills; • People management and business communication skills; • Strong business etiquettes and professional self-presentation; • Multi-tasking and business acumen skills.	• Project Management skills; • Industry knowledge and network; • Leadership.

Key Skills / Attributes / Job Specific Competencies

- Skills to market and expand offerings;
- People management and business communication skills;
- Business networking and financial understanding skills;
- Problem solving and decision making skills;
- Monitoring and evaluation skills.

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

Expert level	
Advanced level	Knowledge in the operational and skills sets in having the vast industry knowledge, changing landscape to skills training and strong business acumen skills.
Working level	Able to manage people, get tasks done on time and meet targets.
Awareness level	Working knowledge in an entrepreneurial section.

APPROVAL

Supervisor's name: Rosalia Fatiaki

Supervisor's Signature:  Date: 16/10/2026

Staff Name: _____ Staff ID: _____

Staff Signature: _____ Date: _____