

**POSITION DESCRIPTION**

**IDENTIFICATION**

**Position Title:** Head, College of College of Foundation Studies      **Position Number:** LPT030

**Section:** Pacific Technical and Further Education (Pacific TAFE)

**Department:** College of Foundation Studies

**Location:** Statham Campus, Suva    **Category:** Professional    **Grade:** Level 4

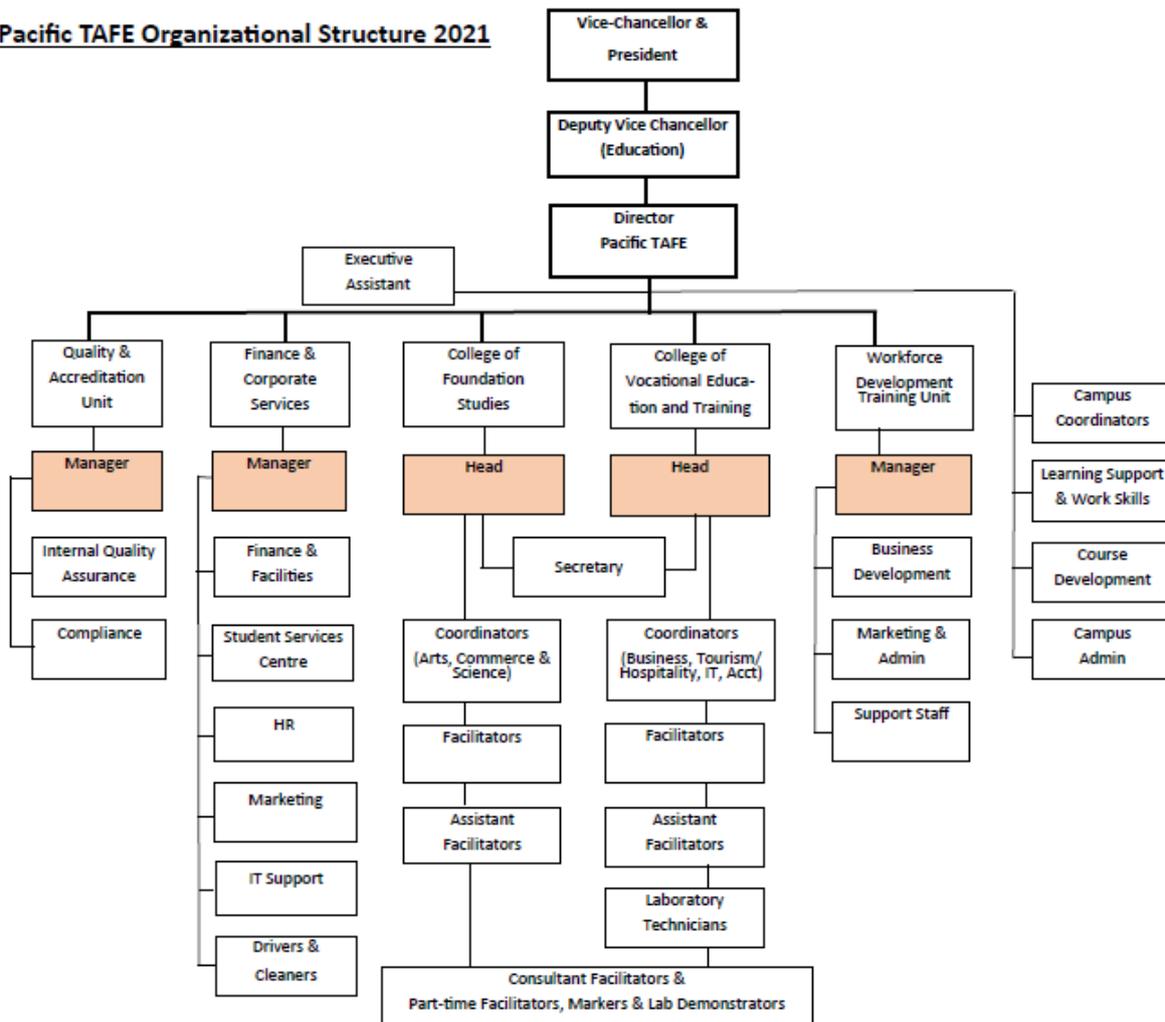
**Current Incumbent:** none      **Date of substantive appointment:** immediate

**Reports To:** Deputy Vice-Chancellor [Education]

**Supervised by:** Director, Pacific TAFE

**ORGANIZATION CONTEXT: Pacific Technical and Further Education (Pacific TAFE)**

Pacific TAFE Organizational Structure 2021



**POSITION DESCRIPTION**

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**PURPOSE**

*This section describes the overall purpose of the job and the overall significance of the job from the organization's point of view:*

The Head of College provides strategic, academic, and operational leadership for the College to ensure the effective delivery of high-quality foundation and bridging programmes. The role is responsible for overseeing curriculum development, teaching and learning standards, student success initiatives, and staff performance to support students transitioning into undergraduate study. The position ensures that all programmes align with institutional goals, academic regulations and quality assurance standards while fostering an inclusive and supportive learning environment.

**NATURE AND SCOPE**

*This section describes the context in which the incumbent is expected to operate describing the working relationships with both internal and external contacts.*

The Head of the College of Foundation Studies leads the planning, coordination, and management of academic programmes, staff, and resources with the College. The role involves supervising academic and administrative staff, overseeing programme development and review, ensuring compliance with institutional and accreditation requirements, and maintain high standards of teaching and student support.

The position works collaboratively with Pacific TAFE management, schools, and external stakeholders to strengthen pathways for student progression into higher education. The Head is also responsible for monitoring academic performance, implementing quality improvement initiatives, managing budgets and resources, and promoting a culture of academic excellence, innovation, and student-centred learning within the 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: CFS Academics                      Indirectly:  
Total Level of Cost: None

**Limits of Authority:**

Financial: \$5,000

**POSITION DESCRIPTION****Key Relationships /Internal and External Contacts:**

<b>External</b> <ul style="list-style-type: none"> <li>• Organisations</li> <li>• Partner institutions</li> <li>• Participants from different organizations</li> </ul>	<b>Purpose of contact</b> <ul style="list-style-type: none"> <li>• Information sharing</li> <li>• Accomplishment of Pacific TAFE responsibilities</li> </ul>
<b>Internal</b> <ul style="list-style-type: none"> <li>• Pacific TAFE &amp; Departmental staff</li> <li>• Other sections of USP as and when required</li> <li>• Students</li> </ul>	<b>Purpose of contact</b> <ul style="list-style-type: none"> <li>• Information dissemination</li> <li>• For assistance purpose in service delivery</li> </ul>

## KEY RESULT AREAS / KEY ACHIEVEMENT AREAS

<b>Key Result Areas</b> <i>Jobholder is responsible for</i>	<b>Performance Measures</b> <i>Jobholder is successful when</i>
<p><b>Strategic Leadership and Planning</b></p> <ul style="list-style-type: none"> <li>• Provide visionary leadership for the College aligned with the University's and Pacific TAFE's strategic plan</li> <li>• Develop and implement the College's strategic, academic and operational plans</li> <li>• Lead innovation in foundation and preparatory education to meet the evolving needs of students and member countries</li> <li>• Represent the College at senior university forums and contribute to institution-wide decision-making</li> </ul>	<ul style="list-style-type: none"> <li>• College Strategic Plan aligned with USP and Pacific TAFE strategic priorities</li> <li>• Annual operational plans map College initiatives to University and Pacific TAFE strategic objectives</li> <li>• Effective monitoring, and review and reporting on plan implementation</li> <li>• Effective representation of the College at senior University and Pacific TAFE committees and forums</li> <li>• Constructive contributions to institution-wide policy development, planning and decision-making</li> </ul>
<p><b>Academic Leadership and Quality Assurance</b></p> <ul style="list-style-type: none"> <li>• Ensure academic integrity, relevance and quality of all preliminary and foundation programmes</li> <li>• Oversee curriculum design, review, and continuous improvement in accordance with USP quality assurance frameworks and accreditation requirements</li> <li>• Promote effective teaching, assessment, and learning practices, including blended and flexible delivery modes</li> </ul>	<ul style="list-style-type: none"> <li>• Assurance that all preliminary and foundation programmes meet approved academic standards and learning outcomes</li> <li>• Timely implementation of curriculum enhancements informed by review outcomes, student data and stakeholder feedback</li> <li>• Compliance with internal and external accreditation, audit and reporting requirements</li> <li>• Consistent assessment practices across courses, including moderation and alignment with learning outcomes</li> </ul>
<p><b>Student Experience and Success</b></p> <ul style="list-style-type: none"> <li>• Champion student-centred approaches that support access, retention, progression and completion</li> <li>• Ensure appropriate academic advising and learning support mechanisms are in place</li> <li>• Monitor student performance data and implement strategies to address equity gaps and improve outcomes</li> <li>• Promote an inclusive, culturally responsive, and supportive learning environment for diverse Pacific learners</li> </ul>	<ul style="list-style-type: none"> <li>• Increased enrolment</li> <li>• Student satisfaction</li> <li>• Improvement in academic performance</li> <li>• Timeliness of academic interventions for at-risk students</li> <li>• Retention and success rates of Pacific learners</li> </ul>

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<p><b>People and Resource Management</b></p> <ul style="list-style-type: none"> <li>• Provide leadership, mentoring and performance management for academic, profession and support staff within the College</li> <li>• Promote staff development, succession planning, and a positive workplace culture</li> <li>• Manage the college’s budget, facilities, and resources efficiently and in compliance with University policies</li> <li>• Ensure effective workload allocation and staffing strategies to meet programme demands</li> </ul>	<ul style="list-style-type: none"> <li>• Performance issues addressed</li> <li>• Staff retention rates</li> <li>• Internal promotion and career progression rates</li> <li>• Timely and accurate financial reporting</li> <li>• Workload models implemented and reviewed annually</li> </ul>
<p><b>Governance, Compliance and Risk Management</b></p> <ul style="list-style-type: none"> <li>• Ensure compliance with University statutes, policies, academic regulations, and relevant external requirements</li> <li>• Identify and manage academic, operational and reputational risks within the College</li> <li>• Prepare reports and submissions for University committees, councils and external stakeholders as required</li> </ul>	<ul style="list-style-type: none"> <li>• Academic and operational activities compliant with University policies</li> <li>• Risks identified with current mitigation plans</li> <li>• Timeliness of reports and submissions</li> </ul>
<p><b>Stakeholder Engagement and Regional Contribution</b></p> <ul style="list-style-type: none"> <li>• build and maintain effective relationships with internal stakeholders, including faculties, schools and central units</li> <li>• engage with secondary schools, ministries of education, and regional partners to strengthen pathways into USP</li> <li>• represent the college and university in regional, national, and international forums as appropriate</li> <li>• support USP’s commitment to regional development and capacity building across member countries</li> </ul>	<ul style="list-style-type: none"> <li>• frequency and quality of formal engagement with internal stakeholders</li> <li>• active partnerships and MoUs with schools, ministries and regional organisations</li> <li>• forums, conferences and official events represented</li> <li>• regional development and capacity-building initiatives supported</li> </ul>

**TERMS & CONDITIONS**

Salary: F\$103,576.55 – F\$126,885.72

Length of Contract: 3 years

Gratuity and Allowances:

Other Benefits:

1. Laptop
2. Smartphone with voice and data

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**POSITION SPECIFICATION**

**Qualifications (or equivalent level of learning)**

<i>Essential</i>	<i>Desirable</i>
<ul style="list-style-type: none"> <li>A degree and postgraduate qualification from a relevant discipline</li> </ul>	

**Knowledge / Experience**

<i>Essential</i>	<i>Desirable</i>
<ul style="list-style-type: none"> <li>Six (6) years of relevant experience and proven management expertise</li> <li>Significant senior academic leadership experience in a tertiary education environment</li> <li>Demonstrated experience in foundation, preparatory, or enabling education programmes</li> <li>Proven ability to lead curriculum development and quality assurance processes</li> <li>Strong people management, financial management, and organizational skills</li> <li>Demonstrated commitment to student success, equity, and inclusive education</li> </ul>	<ul style="list-style-type: none"> <li>Experience working in a culturally diverse and/or Pacific regional contexts</li> <li>Understanding of secondary-tertiary transition issues and access pathways</li> <li>Experience with flexible, blended, or online learning delivery</li> <li></li> </ul>

**Key Skills / Attributes / Job Specific Competencies**

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

<i>Expert level</i>	Business growth skills
<i>Advanced level</i>	Product diversification
<i>Working level</i>	Operational Management
<i>Awareness level</i>	USP policies and procedures

**APPROVAL**

Supervisor's name: Rosalia Fatiaki

Supervisor's Signature:



Date: 27/2/2026

Staff Name:

Staff ID:

Staff Signature:

Date: