



Position description Manager of Studies, Catholic Adult Education Centre

Reporting to:	Director, Catholic Adult Education Centre
The Position:	The role of Manager of Studies is responsible for all matters relating to the administration of courses of study offered at Catholic Adult Education Centre (Centre), lecturing at the Centre in areas of expertise, and contributing to non-courses-of-study events and activities run by the Centre.
Responsibilities:	<p>The Manager of Studies is accountable to the Director, Catholic Adult Education Centre for the following:</p> <ul style="list-style-type: none">• Developing and maintaining certificate courses which prepare graduates for active service in the Church (e.g. youth work, religious education, RCIA, pastoral work, etc.)• Setting out the curriculum and content for such courses of study (i.e. individual subjects/units) in adult faith education• Lecturing in areas of expertise• Coordinating lecturers employed by the Centre• Implementing requirements for admission to courses of study and assessment of students in line with Australian best practice (i.e. TAFE/University standards)• Coordinating student assessment and administration• Counselling students and prospective students in regard to study• Together with the Office Manager, developing effective marketing strategies for courses• Developing and implementing strategies for opening new markets (e.g. develop distance learning courses of study)• Ensuring that the RTO Government and Archdiocesan requirements of the Centre are maintained• Participating in non-course-of-study activities organised by the Centre• Acting for the Office Manager during absences and contributing to the Centre management team• Other duties as directed by the Director from time to time (e.g. advise on or write for <i>Inform</i> and other publications of the Centre, otherwise render assistance/advice on the activities of the Centre, etc)
Inter-relationships:	<p>The Manager of Studies interacts with the following internal and external groups:</p> <ul style="list-style-type: none">• Director, Catholic Adult Education Centre, Office Manager and other Centre staff

- Parishes and Agencies of the Archdiocese
- Chancery Office

Qualifications and Experience:

The ideal Manager of Studies will have:

- Tertiary qualifications in Theology or in an area that is relevant to the role
- Relevant experience either in similar role or in a role encompassing the key responsibilities of this position
- Demonstrated experience and commitment in passing the Catholic faith on to adults
- Experience in the administration of courses
- Excellent writing and research skills
- Sound working knowledge of Microsoft Office applications – Word, Excel, Access, Outlook Express and PowerPoint
- Experience in dealing with students
- A good understanding and knowledge of Catholic Church agencies and organisations
- Demonstrated commitment to client service and a willingness to be accountable for their performance
- An understanding of the Australian Quality Training Framework (AQTF) Standards
- Demonstrated commitment to the ethos and values of the Catholic Church

Attributes:

The Manager of Studies will demonstrate the following attributes:

- Professional manner and presentation
- Sound people skills
- Ability to operate with discretion and to maintain complete confidentiality
- Ability to work autonomously
- Attention to detail and a well ordered approach to work
- Sound communication skills
- Proactive approach and a commitment to do whatever is necessary to ensure deadlines are met

Performance Management:

The performance of the Manager of Studies will be assessed on a regular basis having regard to:

- Their performance on the key responsibilities and attributes for this role
- Their ability to develop and maintain relationships with key stakeholders
- Service levels and the level of satisfaction expressed by key stakeholders

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