

POSITION DESCRIPTION

Title	National Education Manager
Reports to	Chief Executive Officer
Department	National Education
Employment type	Permanent full time
Location	Melbourne

ABOUT THE INSTITUTE

The Royal Australian Institute of Architects Ltd is the peak body for the architectural profession in Australia, representing more than 12,000 members. The Institute works to improve our built environment by promoting quality, responsible and sustainable design.

POSITION PURPOSE

The National Education Manager is accountable for developing the Institute's education strategy and driving implementation through effective collaboration with internal and external stakeholders.

The role is also responsible for the effective management of the National Education Support Officer.

ACCOUNTABILITIES

In accordance with Institute policies, procedure and guidelines and working in association with relevant staff, the National Education manager will be accountable for:

General

- Prepare and administer the RAIA education budget and monitor and report on performance against approved budget
- Provide strategic planning, conceptual development and management of RAIA education activities
- Undertake regular evaluation reviews of education activities and resources and provide written reports to appropriate National Committees.
- Liaise with RAIA Sponsorship Manager to seek sponsorship, grants and other funding as may be appropriate to support education activities
- Liaise with RAIA CPD Manager regarding interface between tertiary education and CPD portfolios

National Education Committee (NEC)

- Formulate policy and strategy for consideration of RAIA National Council
- Provide detailed advice and support to committee Chair
- Prepare annual NEC Chair report to National Council in consultation with the NEC Chair
- Coordinate NEC agendas and Minutes with support from the National Education Officer.
- Prepare government submissions in consultation with the NEC
- Attend committee meetings and coordinate related secretariat services and administrative arrangements

Australian and New Zealand Architecture Program Accreditation Procedure Steering Committee (ANZ APAP SC)

- Formulate policy and strategy for consideration of ANZ APAP SC
- Provide detailed advice and support to committee Chair
- Prepare annual ANZAPAP SC Chair report to the AACA/Institute Liaison Group in consultation with the Chair
- Coordinate ANZAPAP SC agendas and Minutes with support from the National Education Accreditation Officer.
- Prepare government submissions in consultation with the ANZ APAP SC
- Attend committee meetings and coordinate related secretariat services and administrative arrangements

Accreditation/recognition of courses/programs

- Manage RAIA accreditation/recognition of all professional architecture programs in Australia and monitor New Zealand's architecture programs.
- Manage NVP expenditure allocation between RAIA and AACA
- Select members for accreditation visits in consultation with the Institute, AACA, Boards and Schools.
- Provide advice and support regarding accreditation activities including participation in preliminary briefing for NVP members and attendance at accreditation visits as required.
- Provide guidance in accordance with the ANZ APAP
- Manage and review accreditation processes in relation to National Visiting Panels (NVPs) and liaise with the New Zealand accreditation program
- Manage and contribute to the review of the ANZ APAP
- Manage budget and expense in relation to the Review of ANZ APAP.
- Attend and/or present to the AASA Annual General Meetings
- Implement NZIA/RAIA/AACA License Agreement

Commonwealth Association of Architects

- Implement RAIA/CAA Validation Agreement

Canberra Accord

- Formulate strategy for consideration of RAIA National Council
- Provide detailed advice and support to the CEO
- Attend Canberra Accord meetings and coordinate related secretariat services and administrative arrangements
- Implement the Canberra Accord Agreement including coordinate visits for the Australian assessors to attend Canberra Accord visits
- Coordinate visits for Canberra Accord assessors to attend Australian visiting panel.

Education Prizes

- Maintain an overview of, and liaise with other RAIA staff as appropriate in relation to education prizes, including:
- review of existing prize conditions and development of new prizes
- the RAIA/Colourbond Steel Student Biennale
- Neville Quarry Education Prize
- Student Prize for the Advancement of Architecture
- Participate in development of new prizes relating to architectural education and research

Other

- Develop website content for RAIA Education
- Manage Architecture Schools of Australasia Handbook – review viability of ongoing annual publication and manage archive
- Provide support from time to time to the CEO, COO and General Managers on education matters
- Network with related bodies including schools of architecture, AASA and AACA to obtain input and collaboration on architectural education issues. Liaise with Membership in relation to Continuing Education, SONA, EmAGN and academic membership.

QUALIFICATIONS AND EXPERIENCE

The National Education Manager should have the following:

- A relevant tertiary qualification, involving education, architecture or both
- A minimum of five years' experience in education, or related field

KNOWLEDGE AND SKILLS

It is preferable that this person has:

- knowledge and understanding of the tertiary education system and the regulatory frameworks for accreditation of architecture programs and the registration of architects in Australia
- demonstrated ability to set strategic targets and work effectively with multiple internal and external stakeholder groups to ensure the delivery of targets
- ability to determine and manage resources (budget, staff and members) required to achieve the education remit effectively and efficiently
- Motivated by positive contribution to team environments through a collaborative and cohesive approach.
- Excellent interpersonal skills
- Ability to work under pressure
- Excellent attention to detail
- Highly developed analytical and conceptual skills
- Demonstrated capacity to manage professional and expert committees
- Excellent IT and writing skills, particularly the capacity to prepare and edit technically oriented materials and publications

KEY RELATIONSHIPS

Internal:

- CEO
- EXCO, General Managers & Executive Directors (Chapter and Functional procurement requirements)
- National Council
- NEC Committee
- AACA/Institute Liaison Group

External:

- University Schools of Architecture
- Architects Accreditation Council of Australia (AACA)
- Association of Architecture Schools of Australasia (AASA)
- New Zealand Institute of Architects (NZIA)
- New Zealand Architects Registration Board (NZARB)
- Canberra Accord (CA)

- Commonwealth Association of Architects (CAA)