

Position Description

About Moore Theological College	
Our Vision:	To see God glorified by men and women living for and proclaiming Jesus Christ, growing healthy churches and reaching the lost.
Our Mission:	To provide excellent evangelical theological education.
Our Values:	Christian Faith, Integrity, Grace, Service, Community, Scholarship, Gender Complementarity, Freedom of Enquiry, Integration, Stewardship, Innovation and Improvement, Cooperation and Teamwork

Position Details	
Position Title:	PTC Course Coordinator
Primary Purpose:	To oversee the effective implementation of strategies that achieve the strategic objectives of the Moore PTC. This oversight includes the supervision of staff with responsibility for the operations of the Moore PTC.
Classification:	Educational Services (Post-Secondary Education) Award, General Staff Level 5
Special tools/equipment or conditions:	General office equipment Various IT systems Some out-of-hours and/or weekend work may be required, e.g. Moore PTC Graduation National Police Check required
Relationships:	<p><i>Internal:</i></p> <ul style="list-style-type: none"> • Moore PTC Director • Faculty • Staff <p><i>External:</i></p> <ul style="list-style-type: none"> • Moore PTC students • Sydney Anglican diocese and other churches • Moore PTC partners
Reports to:	Registrar
Direct reports:	1
Accountability for budget and/or revenue:	Moore PTC budgeting, with support from the Registrar
Date of issue:	September 2024

Qualifications, Skills, Knowledge and/or Experience

Essential:

- Ability to develop plans to implement strategy and achieve goals
- Ability to identify resources needed to achieve plan outcomes, including engaging team members
- Ability to build and maintain relationships with partners and stakeholders
- Strong interpersonal and leadership skills
- Ability to identify opportunities for quality improvement, define and describe initiatives in terms of project work, and manage projects to achieve successful outcomes
- Skills in written communication including the ability to write formal reports (e.g. to senior management and governance)
- Ability to support and promote the Christian Vision, Mission and Values of Moore Theological College

Desirable:

- A broad understanding of education and pedagogy/andragogy
- Experience in the higher education and/or not-for-profit sector
- Understanding of the Sydney Anglican diocese

Acknowledgement

I understand and accept the responsibilities as outlined in this position description.

Name:

Signature:

Date:

Key Accountabilities

Key Performance Area	Key Tasks	Performance Indicators
Quality		
Course quality and integrity	<ul style="list-style-type: none"> Oversee the quality of the educational experience of students in the Moore PTC. Under the Moore PTC Director, maintain the educational value and theological integrity of the Moore PTC content and materials. Support academic governance reporting and reporting to College leadership about the Moore PTC. Manage the development of Moore PTC policies, procedures and regulations and oversees their implementation. 	<ul style="list-style-type: none"> A high level of student satisfaction with the Moore PTC is maintained. Moore College leadership and governance is accurately informed about the quality, integrity, and influence of the Moore PTC. An adequate suite of policy documents and supporting documentation guide the operations of the Moore PTC.
Quality improvement	<ul style="list-style-type: none"> Identify opportunities for improving the delivery of the course and the learning experience of students. Define quality improvement projects in accordance with the strategic objectives of the Moore PTC course. Manage quality improvement projects to achieve desired outcomes within determined timeframes. Review and develop plans in response to feedback on student experience together with feedback from other stakeholders. 	<ul style="list-style-type: none"> Feedback from students and other stakeholders informs quality improvement. Quality improvement plans are defined, and outcomes achieved according to stated performance indicators.
Influence		
Partnerships and course growth	<ul style="list-style-type: none"> Identify opportunities to expand the delivery of the course to new cohorts, in accordance with the vision and mission of the course set by the PTC Director. Establish and maintain partnerships with external stakeholders that use the Moore PTC for the education and training of personnel. 	<ul style="list-style-type: none"> Partnerships with external stakeholders result in an increasing number of students. The Moore PTC has an influence with an expanding range of communities.

Course promotion	<ul style="list-style-type: none"> • Develop promotional strategies in consultation with the Communications team to achieve strategic objectives. • Establish and maintain relationships with external parties that support the promotion and growth of the Moore PTC. 	<ul style="list-style-type: none"> • There is a high level of awareness of the value of the Moore PTC within targeted cohorts of students and potential students.
Communication	<ul style="list-style-type: none"> • Ensure that relevant information regarding Moore PTC matters, plans or issues is effectively communicated to key stakeholders, including faculty and staff. 	<ul style="list-style-type: none"> • Stakeholders are kept informed. • Communication/correspondence is appropriate to the audience.
Cross-unit Cooperation	<ul style="list-style-type: none"> • Collaborate with other departments as required. • Communicate issues, needs, or plans with other departments in a timely manner to ensure any potential impacts have been considered or planned for. 	<ul style="list-style-type: none"> • Other departments are aware of potential impacts of department plans. • Information is provided accurately and in a timely manner.
Capacity		
Partnership with the Centre for Global Mission	<ul style="list-style-type: none"> • Coordinate the development of PTC content and materials with the Centre for Global Mission. 	<ul style="list-style-type: none"> • The Centre for Global Mission is engaged in the process of Moore PTC content development.
Partnerships with churches	<ul style="list-style-type: none"> • Establish and maintain relationships with key personnel within the Anglican Diocese of Sydney and other denominations and churches to promote the Moore PTC as a theological resource. • Maintain and develop the Moore PTC course as a ministry training resource for churches. 	<ul style="list-style-type: none"> • The Anglican Diocese of Sydney and other churches are engaged in the promotion and development of the Moore PTC as a training resource.

Sustainability		
Planning	<ul style="list-style-type: none"> • Develop plans to achieve strategic objectives set for the Moore PTC within the broader strategic framework of the College. • Identify opportunities and risks related to the implementation of Moore PTC plans. • Adapt and develop plans in response to emerging contexts and changing environments. • Manage the delivery of the Moore PTC to maintain its affordability to a wide range of students. 	<ul style="list-style-type: none"> • Well-defined and achievable operational plans are defined and implemented. • The Moore PTC continues to be a relatively affordable option for study and training in theology and ministry.
Financial viability	<ul style="list-style-type: none"> • Set a budget to maintain the delivery of the Moore PTC and to achieve operational and quality improvement plans. • Manage operational costs to budget. 	<ul style="list-style-type: none"> • The financial viability of the Moore PTC is maintained. • Operational and quality improvement plans are progressed.
General		
Team Leadership	<ul style="list-style-type: none"> • Manage the team, including but not limited to induction, training, performance reviews and regular supervision and feedback. • Ensure knowledge, information and decisions are regularly communicated to the team. • Develop a positive team culture. 	<ul style="list-style-type: none"> • People and Culture processes are followed as per timeframes in the relevant procedures. • Staffing issues are addressed as soon as they arise. • Team members are equipped with the knowledge and information to effectively do their role.
Community	<ul style="list-style-type: none"> • Demonstration and personal leadership of the College's values. • Demonstrate leadership in making positive contributions to the College culture. • Encourage teamwork and foster good communication. • Demonstrate leadership in working collaboratively with others. • Actively participate in team and other meetings. 	<ul style="list-style-type: none"> • Participation in team and other meetings. • Contributes positively to the College culture. • Team members contribute to team and other meetings. • Team members contribute positively to the College culture.

<p>Risk and Compliance</p>	<ul style="list-style-type: none"> • Compliance with WHS legislation, policy and procedures. • Demonstrate leadership in promoting and raising awareness of WHS in the College community. • Contribute to the maintenance of a safe, clean environment in the College community. • Ensure compliance with College policies and procedures, applicable legislation and regulatory frameworks. • Ensure risk is managed appropriately in all work activities. • Ensure records are managed within the policy requirements. • Undertake other duties as directed by the relevant supervisor/manager. 	<ul style="list-style-type: none"> • Evidence of participation in WHS activities, as required, e.g. evacuation drills, training, etc. • Risk assessments are conducted prior to new activities being undertaken. • WHS is promoted within team meetings. • Team attends WHS training. • Evidence of risk management in work activities. • When applicable, documents are regularly updated in the record management system.
<p>Professional Development</p>	<ul style="list-style-type: none"> • Maintain current competencies. • Attend internal and external training as required. • Promote and encourage professional development within the team. • Participate in the annual performance review. • Conduct the annual performance review with the team. 	<ul style="list-style-type: none"> • Competencies remain up to date. • Evidence of participation in internal and external training. • Team members are engaged in professional development annually. • Performance reviews are conducted annually.