



NUNKUWARRIN YUNTI OF SOUTH AUSTRALIA INC

182 – 190 Wakefield St, ADELAIDE 5000

JOB & PERSON DESCRIPTION

POSITION TITLE:	CLASSIFICATION LEVEL:
RTO Training Manager	NY Enterprise Agreement Corporate Services Level 6
PROGRAM:	SECTION:
People Development Unit	RTO
TENURE/STATUS:	LOCATION (if other than Wakefield Street Adelaide):
Ongoing - subject to funding	
POSITION REPORTS TO:	WORKS CLOSELY WITH:
Middle Manager, People Development Unit	Administrative Support Officer Vocational Trainer and Assessors

1. PURPOSE STATEMENT

Brief statement of the key responsibilities/prime function of this job:

Manage the services and resources for the delivery of nationally accredited Vocational Education and Training (VET) qualifications and non-accredited training that addresses training needs for employees engaged in Social and Emotional Wellbeing (SEWB) services and mental health services funded by the Department of Prime Minister and Cabinet (DPMC).

Under the limited direction of the Manager People Development, the Team Manager Training is responsible for the operational activities of the Training and Development Unit including:

- Reviewing Training programs and practices to ensure the efficient, effective delivery of training services.
- Coordinating the Registered Training Organisation quality assurance functions for Nunkuwarrin Yunti inclusive of annual audit of compliance against the Australian Skills Quality Authority (ASQA) Standards for RTO's.
- Identifying business development opportunities such as regional social and emotional wellbeing training needs which result in new training initiatives requiring further allocation of resources.
- Responsible for managing the resources of the Program including overseeing and monitoring the RTO budget and contributing to the business planning activities of People Development.
- Providing reports, briefs and documentation to the Manager People Development in accordance with day to day operations of the Unit and as required by the funding bodies.

2. KEY RESPONSIBILITIES/DUTIES

(Identify the significant services of work, which are the key outputs of the position)

KEY RESPONSIBILITIES (Outputs of the job)	PERFORMANCE MEASURES (Measures the outcome of the following activities by quantity, quality, or timelines.)
<p>Coordinate and manage the services and resources for the delivery of nationally accredited VET qualifications and professional higher education qualifications for employees engaged in social and emotional wellbeing services and mental health services funded by the DPMC.</p>	<p>Ensure the business objectives of the People Development Unit are delivered in accordance with funding, national standards and organisational expectations. These may include the delivery and/or development of the following courses:</p> <ul style="list-style-type: none"> - Diploma of Narrative Approaches for Aboriginal People - Certificate IV in Aboriginal and Torres Strait Islander Primary Health Care <p>Short courses including:</p> <ul style="list-style-type: none"> - Aboriginal Mental Health First Aid Training - Aboriginal & TSI Suicide Intervention. - Accredited workshops, and - In service training programs. <p>Ensuring the development, delivery and/or brokerage of a range of accredited programs that address the training and development needs of the Aboriginal and Torres Strait Islander SEWB Workforce.</p>
<p>Review programs and practices to ensure the efficient, effective delivery of the training services.</p>	<p>Manage the day to day human resource requirements of the Training services including supervision of staff and contractors.</p> <p>Foster team work and work practices including regular Training Unit meetings.</p> <p>Provide minimum of quarterly debriefing to SEWB Training staff.</p> <p>Analyse and evaluate Training staff work processes and outcomes.</p> <p>Provide professional advice to Training staff to change and /or enhance work process and outcomes as appropriate.</p> <p>Review staff work plans, and identify opportunities to improve services, implement change and service delivery initiatives in consultation with the Manager – People Development.</p> <p>Monitor and ensure contractual agreements with external parties are delivered as per contract.</p>

Coordinate, define, plan and report on regional SEWB training needs.	Coordinate annual promotional activities advising of professional training and development courses available through Nunkuwarrin Yunti.
Coordinate the Registered Training Organisation quality assurance functions for Nunkuwarrin Yunti	<p>Maintain appropriate systems to ensure compliance with (ASQA) Standards for RTO's</p> <p>Develop and implement quality assurance processes to ensure Nunkuwarrin Yunti</p> <ul style="list-style-type: none"> • provides quality training and assessment across all of its operations • adheres to principles of access and equity to maximises outcomes for clients • management systems which are responsive to all stake holders <p>Prepare, present and coordinate reports as per schedule to the Program manager outlining ASQA compliance, RTO Risk Management and Quality Indicators of RTO performance.</p>
Team and People Leadership Responsibilities	<p>Provide leadership and support to all staff involved in the program.</p> <p>Ensure a positive culture of team work and encourage innovation, professional development, mutual trust and respect within the team.</p> <p>Analyse client and service data, review work practices and make recommendations for continuous improvement which result in improved service responsiveness to the Aboriginal Community.</p> <p>Manage day to day activities of staff inclusive of rostering staff activities, time sheet review and collection, managing leave and monitoring attendance.</p> <p>Undertake regular performance Development appraisals with team members in line with the performance develop policy.</p> <p>Coordinate staff recruitment, selection, induction and orientation processes.</p> <p>Develop appropriate formal and informal mechanisms for information sharing and communication within the team and with individual team members.</p>

Business and Reporting responsibilities	<p>Contribute to the financial and business planning processes of The People Development Unit including contributing to ensuring that Nunkuwarrin Yunti maintains its status as a Registered Training Provider.</p> <p>Work collaboratively with the Manager – People Development to contribute to program efficiencies and improvements through strategic planning and implementation of new initiatives.</p> <p>Ensure compliance with a range of administrative and business practices which support The People Development Unit and Nunkuwarrin Yunti services.</p>
Contribute to the development of future projects and activities, and other functions consistent with the People Development Unit objectives.	<p>Undertake opportunities in support of further developing the services of the People Development Unit by:</p> <ul style="list-style-type: none"> - Promoting and presenting a positive image of Nunkuwarrin Yunti services to other staff, clients and the community in general. <p>Foster formal and informal partnerships with a range of stakeholders including:</p> <ul style="list-style-type: none"> - Aboriginal Torres Strait Islander Health industry - Other Registered Training Providers - Relevant professional associations including education organisation, both locally and nationally.

3. SELECTION CRITERIA

ESSENTIAL – includes qualifications, skills, experience and knowledge.

- Degree or Diploma or equivalent qualification in Administration, Community Services, Social Work/Science, Narrative Therapy, Psychology, Counselling from a recognised tertiary institution.
And,
- Minimum of a Certificate IV Training and Assessment with extensive experience in the subject disciplines, or Certificate IV Assessment and Workplace Training, and a willingness to update this qualification to the current Certificate IV Training and Assessment or equivalent.
- Ability to work with Aboriginal people, Aboriginal community controlled organisations and communities while respecting cultural values and ways of doing business.
- Proven ability to work independently under limited direction and identify performance outcomes, plan activities and set priorities to achieve goals and meet deadlines that are consistent with the Training & Development Centre objectives .
- Sound consultation and negotiation skills, with the ability to achieve mutually acceptable outcomes with key stakeholders.
- Proven ability to effectively monitor the resources of the Unit including the financial resources.

- Demonstrated experience managing and leading staff, undertake performance reviews and encourage a high level of motivation to meet the Centre's objectives.
- Ability to critically review and implement improvements in training activities and programs.
- Demonstrate a high level of written and oral communication skills including report and submission writing, and the ability to confidently deliver presentations and promotional activities.
- Competent with computers, especially word-processing, power point and databases.
- Knowledge of the ASQA Standards for RTO's together with demonstrated experience in monitoring and reporting compliance issues.
- Knowledge VET sector course accreditation processes.
- Knowledge of Aboriginal society, culture, health and well-being issues.
- Knowledge of Community Services and Health training packages

DESIRABLE

- Qualifications in Narrative Therapy.
- Experience working with Aboriginal people, organisations and communities.
- Demonstrated experience working in the Aboriginal and Torres Strait Islander Vocational Training Sector
- Knowledge and understanding of the role and functions of Nunkuwarrin Yunti of South Australia Inc.

4. APPOINTMENT CONDITIONS

Special Conditions and Status

- Full-time ongoing position, 38 hours per week – subject to funding
- Some out of hours work may be required.
- Some intrastate travel may be required.
- Subject to 6 months satisfactory probationary period.
- Appointment is subject to a satisfactory National Police Clearance Certificate.
- Salary Sacrifice, Superannuation Employer contribution.
- Current South Australian Driver's Licence and willing to drive in the course of work activities.
- Conditions of employment are in accordance with Nunkuwarrin Yunti of South Australia's Collective Agreement.

5. PERFORMANCE/SKILL STANDARDS

Performance will be measured and assessed against objectives set out during the performance agreement and in alignment with the job and person specifications for the role.

6. WORK HEALTH AND SAFETY

Follow defined Work Health and Safety legislation, and Nunkuwarrin Yunti's policies and procedures related to the work being undertaken in order to ensure own safety and of others in the workplace.

Take such action as is within your competence and responsibility to report or make recommendations to a higher level representative as you deem necessary, to avoid, eliminate or minimise hazards of which you are aware in regard to working conditions or practices.

Keep work areas in a safe condition and report any near accident, accident or injury, which arises in the course of your work.

7. EQUAL EMPLOYMENT OPPORTUNITY

Responsibility Statement

Contribute to the maintenance of a healthy, safe and equitable working environment by maintaining knowledge of and adhering to the principles and standards of Equal Employment Opportunity legislation that ensures all employees in the workplace are treated in a fair and equitable manner, free from discrimination, bullying and harassment.

Recognise that confidentiality will be abided by at all times in line with Organisational policy and respect the cultural sensitivity of all clients/customers of Nunkuwarrin Yunti of South Australia Inc.

Abide by the policies and procedures of Nunkuwarrin Yunti of South Australia Inc.

8. CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements for the job.

Duties and responsibilities for this position should not be considered definitive. Duties may be added, deleted or modified, in consultation with staff, as necessary.

Employee Statement:

As occupant of this position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

Name

Signature

Date

Job and Person Description Approval

Date approved: / /

MANAGER	EXECUTIVE MANAGER - HEALTH SERVICES
Name:	Name:
Signature:	Signature:

**APPROVED BY
CHIEF EXECUTIVE OFFICER**

VICKI HOLMES

Signature

Date