



## **Tiwi Islands Training and Employment Board**

### **POSITION DESCRIPTION**

<b>Position Title:</b>	<b>RTO MANAGER</b>
<b>Division:</b>	RTO
<b>Reports to:</b>	Chief Executive Officer (CEO)
<b>Salary:</b>	depending on experience and qualifications
<b>Location:</b>	WURRUMIYANGA

### **PRIMARY PURPOSE OF POSITION**

The Registered Training Organisation (RTO) Manager is a key role within TITEB, working closely with the CEO and Executive team to facilitate the objectives and goals of the organisation.

The RTO Manager is responsible for providing quality assurance (QA) across the organisation. The primary focus is to ensure compliance with the Standards for Registered Training Organisations and the Australian Qualifications Framework

This position has direct accountability for training delivery and management with a strong focus on quality learning outcomes and targeted growth of the RTO in line with TITEB strategic objectives

- **Performance** – Achieve all financial requirements across the organisation. Deliver all services efficiently, effectively and ethically and in accordance with the contractual obligations and the undertakings given by TITEB. Be able to support the Senior Management team to administer ongoing financial requirements for their line areas (programs or businesses).
- **Financials** – Achieve TITEB's financial targets through the effective management of line areas, efficient administration, and valid and compliant practices. Achieve budget goals through the monitoring, control and management of revenue and expenses and maximising external funding opportunities. Facilitate identification of additional revenue opportunities.
- **People** – Set up, and lead an ethical and high performing team through high competency, best practice financial administration, industry knowledge, networks and building strong relationships with all TITEB stakeholders. And, by forming a seamless relationship with program managers.
- **Growth & Sustainability** – Achieve growth for the organisation, through effective profit and loss management, budget management, review and implementation of asset management, and identifying suitable new business opportunities.
- **Business Processes** – Ensure efficiency and compliance with administrative processes driven by:
  - The policies, procedures and guidelines in accordance with Financial Services and Management law in Australia and state based legislation in the Northern Territory.
  - Internal policies and procedures aligned to individual business units within TITEB.

### **KEY RESPONSIBILITIES**

1. Ensure that the Standards for Registered Training Organisations and the Australian Qualifications Framework and other organisation wide policies and procedures are circulated, understood and implemented consistently throughout the RTO.
2. Manage the day to day operations of the RTO and influence staff to work productively towards quality learning outcomes for the Students.

## SCHEDULE A

3. Designate and communicate with key staff, responsibilities and obligation to comply with the Standards for Registered Training Organisations.
4. Ensure overall compliance of the RTO with all relevant external bodies - including contract requirements, quality assurance, accreditation and legislative requirements.
5. Manage risk through coordination of internal audits to ensure services are delivered in accordance with ASQA requirements, contractual obligations and RTO risk management and quality framework.
6. Contribute to new business tenders (including State and Federal government funded offerings).
7. Assist with establishing and meeting financial objectives and completing annual acquittal reporting demands.
8. Identify opportunities to create new business opportunities rolling out non accredited and accredited training courses.
9. Monitor and review the effectiveness of operations, underpinning administration systems and service delivery in line with TITEB strategies and objectives.
10. Management of RTO scope of registration resources ensuring currency with accredited training and assessment requirements.
11. Manage the team of trainers & assessors in the delivery of courses across the RTO, including mentoring, coaching and support in the implementation of processes and procedures.
12. Ongoing review of the Compliance & Improvement calendar including requirements such as moderation, validation, course reviews, TAS reviews, internal audits, AVETMISS reporting, etc.
13. Manage and oversee registers, matrices and frameworks as required from time to time.

## SELECTION CRITERIA

### Essential

1. Minimum 3 years RTO Management or demonstrated similar role.
2. Certificate IV or Diploma in Training & Assessment TAE.
3. Demonstrated knowledge and understanding of the Australian Skills Quality Authority, Training Package requirements, AVETMISS and experience with government funded programs.
4. Extensive experience with Australian Quality Framework and Standards for Registered Training Organisations, Commonwealth and State and Territory funded training contracts.
5. Demonstrated superior interpersonal, negotiation and communication skills with the ability to interact with all levels of staff, contractors, and other stakeholders.
6. Ability to maintain composure, balance workload and conflicting priorities, and effectively handle difficult situations.
7. Proven capacity to develop effective relationships with senior management and staff and maintain trust and confidence, and act in a fair and impartial manner to achieve outcomes.
8. Demonstrated organisational, project management and administrative skills including the ability to prioritise tasks and meet deadlines.
9. A proven ability to implement new and innovative practices into the workplace, including the ability to persuade and influence others.
10. Demonstrated track record of effective problem-solving issues as well as long term planning.
11. Strong analytical and reporting skills.
12. Current NT Drivers Licence or ability to obtain
13. Current Ochre Card (Working with Children) or ability to obtain.

**Desirable**

- Previous experience working with Indigenous people.
- Previous experience or the ability and willingness to live in a remote area community.
- Quality Systems Management or Auditing qualification.
- Proficient IT skills and the willingness to learn new programs and applications.

**KEY PERFORMANCE INDICATORS**

1. Ensure overall compliance of the RTO with all relevant external bodies - including contract requirements, quality assurance, accreditation and legislative requirements.
2. Designate and communicate with key staff, responsibilities and obligation to comply with the Standards for Registered Training Organisations.
3. Monitor and review the effectiveness of operations, underpinning administration systems and service delivery in line with TITEB strategies and objectives.
4. Manage risk through coordination of internal audits to ensure services are delivered in accordance with ASQA requirements, contractual obligations and RTO risk management and quality framework.
5. Identify opportunities to create new business opportunities rolling out non accredited and accredited training courses.

**Further Information**

A health check prior to relocation to the island may be required.

Approved  
Maria Harvey  
Chief Executive Officer  
May 2020