



Job Description Training Manager (Generic) Level 7

Position Number:	various	FTE:	1.00
Division:	Training Services Albany	Agreement/Award:	Government Officers' Salaries Allowance and Conditions Award 1989
Branch:	various		Public Service and Government
Location:	Albany		Officers General Agreement 2014 or as replaced

Reporting Relationships

Position title and level this position reports to:
Director Training Services Albany L8

Other officers reporting to the above office:

Principal Lecturers x 3
Training Managers L7 x 2
Regional Campus Managers L5 x 3
Administrative Assistant L2 x 1

This Office – officers under direct responsibility: Lecturers (FTE varies due to demand for training)

Key Role Statement

The Training Manager provides the leadership to ensure that South Regional TAFE's delivery of vocational education and training complies with Standards for RTOs. The position is also responsible for the effective management of the training area's human, physical and financial resources and the achievement of key business outcomes and quality performance indicators.

Key Responsibilities

ACADEMIC LEADERSHIP & MANAGEMENT

- Manages the performance of lecturing staff to ensure that training delivery complies with Standards for RTOs.
- Demonstrates educational leadership and mentors the professional development of academic staff.
- Contributes to the identification, acquisition, modification, development, evaluation and implementation of delivery resources and curriculum within the area of responsibility.
- Supports and coordinates the activities of Communities of Practice focused upon quality client and training outcomes
- Manages the recruitment, selection and induction of new lecturers.
- Manages performance appraisal for direct reports.

BUSINESS MANAGEMENT

- Develops and implements operational plans that align to the Business Plan and Strategic Plan.
- Manages the human, financial and physical resources for program delivery within the area of responsibility.
- Monitors and reports on program area performance against agreed indicators, benchmarks and budgets.
- Assesses and manages risk relating to operational functions.
- Identifies, develops and delivers fee for service activity
- Assist the Director with preparation of Resource Agreement (DPA) submissions.

BUILDING RELATIONSHIPS

- Develops, maintains and expands relationships with industry and community to identify and respond to new and emerging training needs.
- Establishes industry reference groups (or equivalent) to ensure relevance of delivery and assessment within the portfolio.
- Builds collaborative relationships with the wider TAFE community to capitalise on opportunities to share expertise and strengthen the reputation of publicly funded training providers.

POLICY IMPLEMENTATION & EVALUATION

- Interprets government and the South Regional TAFE policies, priorities and strategic directions relevant to the delivery of training programs within the area of responsibility.
- Ensures compliance with South Regional TAFE and government policies including Standards for RTOs, equal opportunity, occupational health and safety and welfare and other legislative requirements.
- Implements effective program evaluation and review strategies.

OTHER DUTIES

- Performs other duties as required by the Director Training Services and Managing Director.
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Selection Criteria**Essential**

1. Demonstrated effective leadership skills, including the ability to lead change and achieve business outcomes.
2. Extensive knowledge of and experience in the management of vocational education and training programs.
3. An ability to effectively manage people and resources in a team context to achieve objectives.
4. A high level of communication, interpersonal and negotiation skills to build relationships and influence others effectively.
5. Demonstrate a sound understanding of Standards for RTOs and its application within the WA training Sector.
6. Current knowledge of legislative obligations applicable to Equity and Diversity, Disability Services and Occupational Safety and Health, and how these impact on employment and service delivery

Flexibility Requirements

1. Hours of work and leave will be managed in accordance with the needs of the business.
2. This position will be required to assist and support College initiatives and events such as enrolment days and open days.
3. The College closes its campuses during the Christmas/New Year period.
4. May be required to travel to and work from other SR TAFE campuses from time to time.

Special Conditions**National Police History Check:**

All new staff being appointed to South Regional TAFE are required to provide a National Police History Check prior to commencing duty. All applications must be directed to the "Screening Unit" at the Department of Education and Training

Working With Children Check (WWC):

All new staff appointed to South Regional TAFE in "child-related work" are required to provide a WWC Check prior to commencing duty. If you receive a Negative Notice or an Interim Negative Notice you will be deemed to have repudiated your contract and your employment will cease.

Prescribed Legislation and Regulation

As an employee of the Western Australian public sector you have specific obligations to the community of Western Australia and your colleagues. In addition to the prescribed industrial agreement, your employment is governed by the following:

- Public Sector Management Act (1994) and Regulations
- Vocational Education and Training Act (1996)
- Public Sector Code of Ethics
- South Regional TAFE's Code of Conduct
- Equal Opportunity Act (1984)
- Occupational Safety and Health Act (1984)
- Internet Terms and Conditions of Use
- Employee Software and Compliance Statement
- South Regional TAFE policies and procedures

CERTIFICATION

The details contained in this document are an accurate statement of the position's responsibilities and requirements.

Business Unit Manager		Managing Director	
Name:		Name:	
Date:		Date:	