



Registered Training Organisation (RTO) Manager

School of Isolated and Distance Education

Position number	00039888
Agreement	Public Service and Government Officers CSA General Agreement 2017 or as replaced.
Classification	Level 7
Reports to	Principal (School Administrator Level 6)
Direct reports	Compliance Officer (Level 6) Curriculum and Training Development Officer (Level 6) School Relationships Officer (Level 5)

Context

The School of Isolated and Distance Education (SIDE) is the main centre for K-12 distance education and online learning within the Western Australian Department of Education. The school provides quality education for students who for various reasons cannot attend classes in a regular school.

SIDE provides a wide range of educational programs in Western Australia through an online distance mode. SIDE offers the same education opportunities and support as most primary and secondary schools, including support for students with disabilities, students with learning difficulties and gifted and talented students.

The school uses digital technologies to deliver online education programs. It occurs in two forms:

- Synchronous, real-time communication via the Department's Webex web-conferencing platform. Students have access to scheduled 'live' instruction.
- Asynchronous, 24/7 access. Moodle is used to deliver curriculum materials and facilitate student and staff collaboration online.

In addition, SIDE, as an RTO, provides quality vocational education and training programs (VET). This provision of service has significant benefits for students and schools, particularly in regional and remote areas.

Visit education.wa.edu.au to find out more information about the Department of Education and www.side.wa.edu.au for further information about SIDE.

Key responsibilities

Governance and management

- Develop, implement and manage the SIDE RTO Strategic Plan and its elements for ongoing registration and operation.
- Translate strategies into operational goals.
- Responsible for the development, implementation and monitoring of SIDE RTO operational policies and procedures.
- Contribute to the development of the school plan as a member of the SIDE Executive team, including assisting in developing policy, and establishing and maintaining systems.
- Report on RTO operations, business functions and compliance with the national and continuous improvement measures.
- Regularly review RTO activities, monitor progress, identify risks and adjust strategies accordingly.
- Manage student enrolment and recruitment processes.

Compliance

- Ensure all functions of the RTO comply with relevant legislation including, but not limited to, the *Vocational Education and Training Act 1996*, *Standards for Registered Training Organisations (RTO's) 2015*; and *School Education Act 1999*.
- Design, develop, implement, manage and review an internal quality assurance process which demonstrates RTO compliance against the current Standards for RTOs.
- Manage Australian Vocational Education and Training Management Information Statistical Standard (AVETMISS) compliant reporting systems.
- Lead preparation for audit activities.

Scope and course delivery

- Undertake industry engagement that demonstrates best practice in maintaining compliant, current, reliable and valid training and assessment materials.
- Develop business cases for the addition of qualifications to the RTO scope of delivery.
- Manage the design, development and evaluation of training and assessment materials.
- Maintain academic standards through implementation and management of quality assurance, course progress, assessment, moderation and other policies and procedures.

Stakeholder engagement

- Build and sustain a network of relationships with internal and external stakeholders.
- Liaise with VET regulators, relevant state and federal governing bodies and stakeholders regarding RTO registration, scope of delivery and other related issues and functions.
- Provide advice and assistance to stakeholders on partnership requirements, roles and responsibilities as well as training and assessment matters.
- Develop, implement and manage a comprehensive marketing plan.
- Collaborate and negotiate with external agencies to continuously improve the programs offered.
- Manage stakeholder relationships and facilitate consultations.

Finance and administration

- Manage the daily operations of the RTO including the development and procurement of resources.
- Prepare financial plans that take into consideration current and future requirements of RTO functions and obligations.
- Manage the recording and reporting associated with funding agreements.

- Manage contracts and agreements with third party providers, commercial vendors and other services in accordance with Department of Education procurement and contract management requirements.
- Manage quality controls, risk management, reviews and internal and external financial audits of the RTO business operations.
- Provide student performance data and analyses for strategic planning and reporting to facilitate decision-making.

Human resource management

- Lead, coach and manage the RTO team, fostering a shared sense of purpose and collaborative and supportive team-based culture.
- Provide professional leadership to RTO staff to ensure consistent, high quality program delivery and educational outcomes are achieved.
- Lead and manage trainers, which may involve travel to schools and other sites in metropolitan and country regions.
- Manage staff performance and leave in accordance with public sector standards and internal policies.

Selection criteria

1. Demonstrated capacity to provide effective leadership including high level analytical and conceptual skills.
2. Demonstrated project management and contract administration skills including the ability to develop innovative solutions to strategic and complex problems and issues.
3. Demonstrated high level interpersonal, communication, negotiation and influencing skills and the ability to build and maintain effective working relationships with internal and external stakeholders.
4. Demonstrated capacity in strategic and operational business planning, financial management, quality assurance, risk management, compliance and policy development.
5. Demonstrated professional knowledge of the current standards for RTOs and experience working with VET regulators.
6. Demonstrated capacity to manage staff, physical and financial resources.

Eligibility and training requirements

Employees will be required to:

- possess a Bachelor's degree (or equivalent or higher qualification) in an area relevant to this position;
- possess a Certificate IV in Training and Assessment and units compliant with the current standards for RTOs;
- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment;
- obtain or hold a current Working with Children Check;
- complete the Department's induction program within three months of commencement;
- complete any training specific to this role required by Departmental policy;
- complete the Department's training in Accountable and Ethical Decision-Making within six months of appointment; and
- hold a current "C" class driver's licence.

Certification

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

ENDORSED

Date 11 September 2019
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