



Assistant Training Manager Broome GOSAC

Position Details

Position Number: 3000695

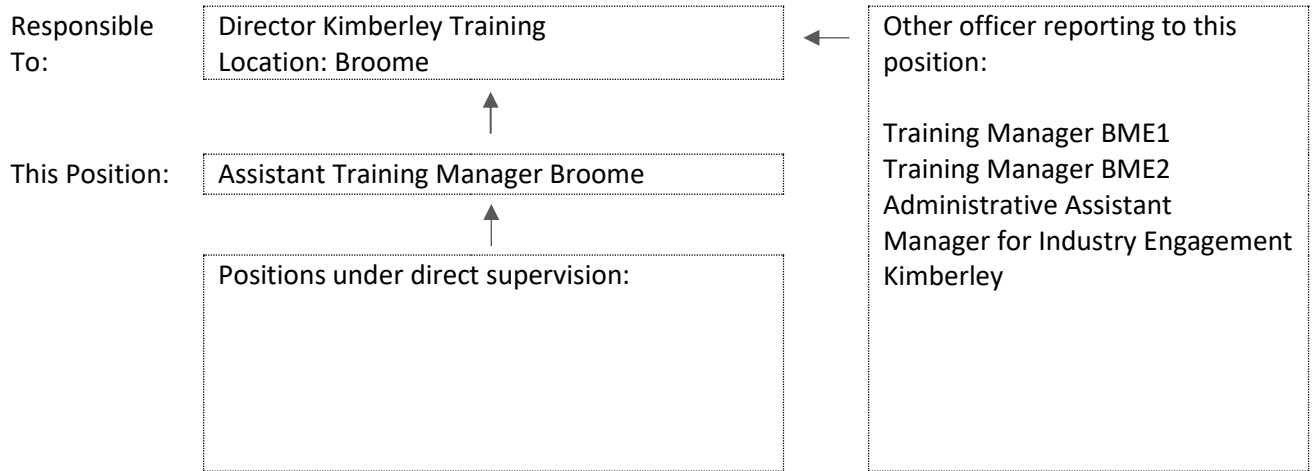
Classification: Level 6

Award/Agreement: Public Service and Government Officers CSA General Agreement 2021

Directorate: Training Services Kimberley

Location: Broome

Reporting Relationships



Our Purpose

North Regional TAFE (NR TAFE) is the leading regional provider of vocational education and training in Northwest Australia. Our purpose is to build the skills and capacity of the workforce for a sustainable economy and enable resilient communities.

All employees at NR TAFE contribute to the vital role of providing vocational education in rural and regional WA, and job training pathways including to the most vulnerable in the community.

Our Values

The minimum standards reflecting in the NR TAFE Code of Conduct, Values and the Public Sector Commission Code of Ethics are required to be demonstrated by all employees in their day to day activities.

NR TAFE is committed to an inclusive, high performance culture that places the needs of the students and the public at the centre of all that we do.





Position Overview

This position will work in collaboration with the Training Manager to provide day to day assistance in the supervision of the training team, monitor work performance and foster teamwork to ensure deadlines are met and a high level of customer service is provided to both internal and external customers. This role includes building the capability and support of lecturers ensuring quality and relevance in delivery, and responsiveness of the College to changes and emerging opportunities. The position is responsible to assist with the effective management of human, physical and financial resources and the achievement of key business outcomes and quality performance indicators.

Position Responsibilities

- Provides support to the Training Manager:
- With the leadership, management and the performance and development of lecturing staff to ensure that the delivery of training programs reflects best practice and maximises student achievement
- Assisting with the management of the human, financial and physical resources for program delivery within the areas of the Training Managers responsibility
- Development and implementation of operational plans that are aligned to the goals articulated in both the Business Plan and the College's Strategic Plan (including preparation of Resource Agreements, DPA, Section 40s and other submissions)
- To ensure compliance with college and government policies including RTO Standards, equal opportunity, occupational health and safety and welfare and other legislative requirements
- Performs other duties as required within the employee's skills and abilities

Selection Criteria

Essential Criteria

- Well-developed management and leadership skills;
 - with experience in leading the development of a positive team culture to support organisational values and achieve strategic and operational goals, and
 - staff supervision, planning, budget management and process improvement.
- Demonstrated capacity to implement policy and legislative requirements of a statutory authority.
- Experience in driving change and process improvement including high level analytical and problem-solving skills resulting in innovative outcomes
- Proven organisational and time management skills, including to prioritise, manage multiple tasks, work to deadlines and the ability to adapt to changing priorities.
- Reflect North Regional TAFE's values in the way you work and abide by policies and procedures to ensure a safe, healthy and inclusive work environment.

Appointment Factors

Location: North Regional TAFE Pundulmurra Campus

Accommodation: As per North Regional TAFE Policy subject to eligibility and availability

Allowances: As per Award.

Travel: Travel to and work at other campuses or sites will be required as the need arises.

Special Conditions



National Police History Check:

All new staff being appointed to North 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 North 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.

Current WA 'C' Class Driver's Licence

All new staff being appointed to North Regional TAFE are required to have a current WA 'C' Class Licence as staff will be required to travel between campuses, from time to time. For staff appointed from outside Western Australia, you must apply for a WA driver's licence within three (3) months of becoming a resident of WA.

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
- North 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
- North Regional TAFE policies and procedures

CERTIFICATION

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

Employee		Managing Director	
Name:		Name:	
Signature		Signature	
Date:		Date:	