

Duty Statement

Title: National Manager – Training and Workforce Development

Job Description:

The position of National Manager – Training and Workforce Development is critical to the effective operation of RLSSA.

The employee will co-ordinate the organisation's vocational education and training (VET) and workforce development program. This includes the management of a National committee, research and implementation of a National Workforce Development Strategy

A critical component of this role is supporting RLS State and Territory Member Organisations (STMOs) in the development delivery and marketing of training and aquatic industry workforce initiatives

The role also provides an interface between RLSSA, STMOs and Australian Government training and workforce developed related policy including liaison with Departments, national mechanisms for training package development, industry reference groups and policy review.

Our VET and workforce programs are aimed at but not restricted to supporting the Australian Aquatics Industry and STMOs who operate as Registered Training Organisations (RTOs).

Scope of Duties:

- Lead the development and analysis of a National Aquatic Industry Workforce Development Survey
- Coordinate the development and implementation of a National Aquatic Industry Workforce Plan
- Facilitate the National Training and Workforce Development Committee work plan, meetings and other activities
- Represent the organisation on national committees and steering groups in the area of Training and Workforce Development
- Collaborate with Marketing and State / Territory Member Organisations to coordinate marketing strategies and business development opportunities
- Facilitate National E-Learning Strategies and the design, development and production of innovative, high quality, nationally consistent training and assessment materials for Royal Life Saving.
- Work with a range of industry partner organisations on training and workforce development initiatives

Responsible To:	RLSSA National Manager, Operations
Subordinate Staff Directly Supervised:	Nil
Subordinate Staff Indirectly Supervised:	Nil
Limits of Authority:	Limited to scope of duties as listed above

Qualifications Required:

- Certificate IV in Training and Assessment or Bachelor of Education
- Tertiary training, teaching or business qualifications are highly regarded
- A relevant qualification in design and development of learning and assessment materials would be highly regarded.

Experience Required:

- A minimum of 5 years' experience in a training related management role is desirable.

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Skills Required:

- Demonstrated ability to develop innovative, high quality and industry led training programs in an increasing range of VET markets
- Demonstrated ability to develop compliant training and assessment materials through industry and stakeholder consultation.
- Knowledge of the VET sector, Government policy in training and workforce development
- Knowledge of current Training Management Systems in the marketplace
- Instructional design skills, particularly in an e-learning context is desirable
- Sound negotiating skills and experience with an ability to engage the support of stakeholders, partners and Suppliers.
- Contribute to the development and implementation of the RLS Strategic plan and outcomes
- Excellent written and verbal communication skills.
- Ability to prioritise work and complete tasks by a set deadline
- Negotiation and problem solving skills
- Must be computer literate with experience with word processing, spreadsheet and presentation packages
- Ability to write reports effectively

Performance Evaluation:

An employee performance appraisal and salary review will be conducted annually.

Reporting:

- Provision of a written report on the progress of objectives set in the Work plan as required on a regular basis
- Provision of an annual report against agreed objectives.

Approved By:

(Chief Executive Officer)

Date:

Acknowledged By:

I have read and understand the above responsibilities.

Name:

(Please Print)

Signature:

Date: