

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 the VET committee, implementation of the VET Capacity Plan and workforce development programs.

A critical component of this role is ensuring that RLS State and Territory Member Organisations (STMOs) have access to effective training and assessment materials, support for compliance and are sufficiently networked among themselves to share resources and support each other.

The role 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:

- To facilitate the development, implementation and review of the RLS VET Capacity Development Plan
- To coordinate the RLS VET Committee work plan, meetings and other activities
- To facilitate the development and implementation of learning and assessment strategies that are innovative, industry led and align with the excellence level of the AQTF standards.
- To facilitate the design, development and production of innovative, high quality, nationally consistent training and assessment materials for all RLS VET programs
- To facilitate continuous improvement strategies for the RLS network of RTOs, including facilitating processes to support with Australian Quality Training Framework (AQTF) compliance
- To identify, develop and implement workforce development opportunities
- To establish close liaison with training and development staff and identify common improvement strategies
- To represent the organisation on national committees and steering groups in the area of VET and workforce development
- To provide advice on technical training matters

Responsible To: RLSSA Chief Executive Officer

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 willingness to obtain within 6months of employment
- Tertiary training, teaching or business qualifications are highly regarded

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- 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.

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 Workplan 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: _____