



Position Description

Title:	RTO Manager
Unit:	Education & Training Unit
Salary:	\$75 – \$85,000 per annum, plus superannuation VACCHO offers attractive salary packaging options
Reports To:	Director Education & Training Unit
Employment Status:	Ongoing
Location:	17-23 Sackville Street, Collingwood 3066

Organisational Overview

VACCHO is Victoria's peak representative Aboriginal health body and champions community control and health equality for Aboriginal communities. We are a centre of expertise, policy advice, training, innovation and leadership in Aboriginal health. VACCHO advocates for the health equality and optimum health of all Aboriginal people in Victoria.

Unit Overview

VACCHO's Education and Training Unit (ETU) is responsible for maintaining VACCHO as a Registered Training Organisation.

ETU plays a key role in achieving the short and long-term goals of the VACCHO membership and the development of a highly skilled Aboriginal Health Workforce and Aboriginal Community Controlled Health sector in Victoria.

VACCHO's ETU commitment is to building on individual and community knowledge that values Aboriginal culture and contributes to community self-determination.

Role Overview

The purpose of the RTO Manager is to ensure the efficient and effective daily operations of VACCHO's Registered Training Organisation status.

Key Responsibilities

1. Ensure that systems and processes meet compliance, regulatory and funding requirements, including:
 - Extracting and translating data into reports and processes as required
 - Coordination of Traineeships including relevant reporting and information to all training staff, employers and trainees is carried out efficiently; and that

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- Practical placement agreements are established and monitored;
 - Maintaining ASQA compliance and registration
 - Development and preparation of funding submissions and reporting
 - Management of State and Commonwealth government funding contractual obligations and service agreements
2. Supporting Course Coordinators:
 - Oversee the staffing and program scheduling is carried out efficiently
 - Monitoring continuous improvement activities related to training and assessment
 - Reporting and adherence to funding and service agreements
 3. Oversee the development of training delivery in regional centres and managing the integration of administrative systems and processes.

Compliance with VACCHO Standards

- VACCHO is an equal opportunity employer and strongly encourages Aboriginal and Torres Strait to apply for all positions advertised (*Equal Opportunity Act 2010*)
- VACCHO requires all employees to comply with all work health and safety rules, regulations and relevant Codes of Practice (*Victorian Occupational Health and Safety Act 2004*)
- VACCHO is accredited and requires employees to understand the requirements of quality systems and continuous improvement (*ISO 9001*)
- VACCHO requires employees to adhere to a *Code of Conduct*, including commitment to confidentiality and conflict of interest declarations

Employment Related Information

- A National Police Records Check and Working with Children’s Check are required as a condition of employment.
- A current Victorian Drivers Licence is required
- Travel within Victoria is a requirement of this role

Key Selection Criteria

- Demonstrated understanding and commitment to Victorian Aboriginal Health Aboriginal culture, and the philosophy and practice of Aboriginal Community Control.
- Demonstrated experience working with Aboriginal organisations, communities and individuals.
- Experience in a training management role within a private or public training organisation.
- High level of demonstrated knowledge and experience of the Australian Vocational Education and Training System, registration and funding body requirements as well as quality assurance and compliance processes.
- High level written, administrative and ICT skills to prepare reports, submissions and general correspondence including translation and analysis of raw data.
- Excellent interpersonal and communication skills to liaise effectively with a wide range of internal and external stakeholders.
- Ability to develop and maintain effective working relationships, characterised by co-operation, trust and mutual respect.
- Effective people management/team leadership skills, including:
 - Scheduling and timetabling

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- Capacity to manage sensitive information, maintain confidentiality and remain impartial
- Capacity to motivate/mentor or support others
- Promote cooperation and commitment to achieve goals and deliverables
- Monitor team effectiveness.
- A flexible approach, with strong organisational and planning skills, including the ability to effectively manage time and workload, prioritise tasks, and meet changing circumstances, competing demands, interruptions and deadlines

Desirable

- Identifies as Aboriginal and/or Torres Strait Islander

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