Position Description
Training Coordinator

POSITION : Training Coordinator

STATUS: Permanent Full Time
REGION/SITE: Regional

DEPARTMENT: Training Services
PROGRAM: Vocational Training

CLASSIFICATION: Manager Grade 1 Level 1 (above award)
CONDITIONS: Labour Market Assistance Industry Award

Reporting To RTO Manager

DIRECT REPORTS: Trainers/Assessors

RELATIONSHIPS:
- Internal Program Managers, Trainers/Assessors, Administrative Officers, Contract Compliance Manager, RTO Manager, Business Development Manager.
- External Local Job Active providers, Centrelink, current and potential students, community networks, Industry

REMUNERATION: As per contract of Employment

COMPLIANCE: Working with Children Check, National Police Check.

POSITION OBJECTIVE:

Ensure that the day-to-day running of the vocational training programs in the Region are sound and consistent with our desire to be a top performing quality provider of choice across the state. This role is all encompassing and is responsible for the day to day operations of the department, staff leadership, site management, quality & compliance and achieving enrolment targets.

Community Connectedness - Have a strong understanding of the local community as well as the drivers of change within our community. The Co-ordinator in this role will actively research, by way of reading and direct interface, all relevant aspects of these communities, ensuring BRACE’s connection to the community in the Region.

As a Training Co-ordinator – Vocational Training (Regional Victoria) you will be responsible for our suite of training & education programs based in Ballarat & Western Victoria. This includes: Vocational Training (e.g. Certificate & Diploma level qualifications) in partnership with major employers, Pre-Accredited Training, VET in Schools Program and Disability Training & Support programs. Whilst being hands on leading a small but dedicated team of trainers and administrators, you will also need to get ‘the big picture’ and have the ability to engage with our local community. The ability to balance many priorities will be key to your success. The successful candidate will also need to demonstrate a key knowledge of practical experience in managing quality systems aligned to our regulatory authority ASQA and VTG Compliance.

This position is the face of BRACE in Ballarat and surrounding areas. You will have the opportunity to assume a leadership position in the local community liaising with major employers, schools, the Highlands LLEN and many of our referring agencies.

HOW TO APPLY:

Your application should include:
- A cover letter and curriculum vitae
- A document addressing the key selection criteria detailed in the position description
- The names and contact details of two professional referees
- Copy of current Working with Children Check or Victorian Institute of Teaching Card
- Copy of Police Check (no more than 12 months old)

We request that your application for the position is forwarded to hr@skillsplus.com.au

Closing date for applications: 1 July 2016
### KEY DUTIES AND RESPONSIBILITIES:

Coordinate nationally accredited and non-accredited programs (including ACFE, VETIs) in relevant industry areas, including but not limited to the following:

- Review and monitor all training delivery to ensure it meets all relevant standards and that it is appropriate to Industry requirements;
- Review systems, policies and practices to ensure continuous improvement across all areas of delivery, management and administration to ensure best practice,
- Ensure the timely processing of all relevant documentation;
- Monitor student progress and funding claims on a regular basis;
- Assist in developing budgets in line with program expectations locally and across all sites, monitor income against budgets to ensure budgets are met;
- Develop effective timetables that meet the budgetary and social responsibilities of BRACE in consultation with the RTO Manager;
- Develop strategies to grow the business for the training department in consultation with the RTO Manager;
- Develop and maintain effective student record management systems, which ensure confidentiality of program participants and meet the requirements of the regulatory framework standards;
- Ensure a high standard of service delivery to students/trainees by providing detailed program information, efficient enrolment procedures, quality monitoring, counselling and support;
- Recruitment of participants for the programs/courses.
- Work with industry and community groups to ensure that the continuous strengthening of vocational training and development of industry and community partnerships;
- Ensure target and performance indicators are achieved in accordance with business objectives and contracted targets;
- Market and promote BRACE to the local community including business, local government, government and non-government agencies, and education providers;
- Prepare and submit monthly reports as required;

#### Leadership and Management of Staff

- Recruit and provide leadership and strategic direction to staff within the regional team;
- Develop an efficient team and create avenues for effective communication with all staff;
- Develop, implement and monitor individual key result areas for your direct reports, skill acquisition and personal development plans in accordance with the organisations Human Resources Management policies and procedures;
- Communicate management decisions concerning change to staff and leaders;
- Select and foster a team approach with sessional teaching staff through regular meetings, collaborative problem solving, professional development, and the dissemination of information;
- Ensure a discrimination free environment is provided and that the Equal Opportunity legislation is fully complied with;
- Attend all relevant internal meetings e.g. leadership, full staff and others as required;
- Maintain quality systems in all areas of leadership and delivery;
- Authorise all sessional teaching staff time sheets, purchase orders and accounts for payments

### KEY RESULT AREAS:

#### Planning & Reporting

- Achieve program target enrolment and completion rates.
- Meet budget or forecast targets as agreed by RTO Manager.

#### Contract Management & Compliance

- Continually improve business processes whilst achieving contractual compliance.
- Ensure awareness of legislative, compliance and obligations for business units.
- Participate in internal and external audits and adhere to business policies and procedures.

#### Service Excellence

- Implement support databases and key qualitative and quantitative performance indicators to measure quality improvement.
- The delivery of high quality training services.
Leadership & Performance Management
- Lead, mentor and support program employees to achieve business outcomes and professional goals whilst demonstrating personal leadership behaviours.
- Develop business growth strategies to ensure achievement of corporate goals.

Safe and Healthy Workplace/Environmental Responsibility
- Contribute to ensuring a safe working environment for co-workers and visitors.
- Identify and implement opportunities to improve environmental responsibility.

SELECTION CRITERIA:

Skills and attributes
1. A strong focus and commitment to quality, compliance and reporting requirements.
2. An ability to provide a high level of leadership and strategic direction to staff in the delivery of a diverse range of education, training and services.
3. Well-developed interpersonal, verbal and communication skills, with the ability to communicate at all levels.
4. Demonstrated reliability in meeting deadlines and commitments, with an ability to set realistic goals, problem-solve and establish work priorities.
5. Demonstrated skills and experience in training coordination/course design.

Knowledge and experience
6. Demonstrated ability to successfully market training programs with highly developed influencing and persuasion skills.
7. Excellent knowledge of Training Services practices, procedures and systems and a working knowledge of Government contracts.
8. Previous demonstrated experience in successfully managing and leading a team.

Qualifications
9. Certificate IV in Training and Assessment (TAE10)
10. Tertiary qualifications relevant to the position (desirable).

APPROVAL:
I have read and understood this position description and in signing this document agree that I am capable of fulfilling all of the requirements of the position prescribed in this document.

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