



Guilford
Young
College
Celebrating 25 years

Registered Training Organisation (RTO) Development Officer

Full time, ongoing

Application Package for Applicants

Applications Close:
Thursday 3 December 2020 at 4.00pm

General Information

Catholic Education Tasmania (CET) is a community of thirty-eight schools and colleges serving over 16,000 students and their families across Tasmania supported by the Tasmanian Catholic Education Office (TCEO).

The Archdiocese of Hobart covers the State of Tasmania. The Archbishop of Hobart authorises the existence of all Catholic Education institutes in Tasmania.

Within the Archdiocese there are thirty-eight Catholic schools administrated by the TCEO;

- ❑ 35 Archdiocesan Schools
- ❑ 3 Congregational Schools (Dominic College, St Virgil's College, St Francis Flexible Learning Centre)

The Archbishop delegates responsibility to other key bodies including the Catholic Education Commission Tasmania (CECT), the CET Executive Director , School Boards and other groups that support Catholic schools.

Employees are to be familiar with, have an understanding of and commitment to, the Archbishop's Charter for Catholic Schools.

The TCEO, established in 1959, is the central administrative and co-ordinating body for the multi-faceted and diverse mission of Catholic education in Tasmania. One of its prime functions, under the CET Executive Director, is to co-ordinate the provision of Catholic education at all levels and to communicate and negotiate with appropriate authorities on behalf of all Catholic schools in Tasmania.

Some key documents include:

- The Archbishop's Charter for Catholic Schools
- The Tasmania Catholic Education Single Enterprise Agreement 2018
- CECT Policies
- School Policies

For further information click the following links to access the CET and school website:

www.catholic.tas.edu.au
www.gyc.tas.edu.au

Application for Employment

Position:	<i>Please select role/s</i>
<input type="checkbox"/> RTO Development Officer	

Family Name		Given Name(s)	
Postal Address			
Telephone:	Work <input type="checkbox"/>		Home <input type="checkbox"/>
	Mobile <input type="checkbox"/>		please tick preferred contact number
Email Address:			

Educational Qualification – Detail Highest Academic Qualification Awarded

Qualification			
Institution		Year Awarded	

Tasmanian Teacher Registration Number <i>(if applicable)</i>		
Catholic Education Accreditation Level Attained <i>(if applicable)</i>		
Working with Vulnerable People check		

Referees

Please provide the names of three referees who are able to comment on your recent work experience and skills.	
Name	
Postal Address	
Phone Number	
Email Address	
Name	
Postal Address	
Phone Number	
Email Address	
Name	
Postal Address	
Phone Number	
Email Address	

Signature		date
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Role Description

Role title:	Registered Training Organisation Development Officer
Classification:	Business Services, Level 4
School/College:	Registered Training Organisation (RTO)
Is responsible to:	RTO Manager
Key relationships:	Principals, staff, students, parents, volunteers, visitors TCEO, contractors

ROLE ACCOUNTABILITY

The RTO Development Officer is accountable for assisting with the coordination of the Catholic Education Tasmania (CET) RTO, which will be based at Guilford Young College and will work with and across all CET school and colleges/worksites.

The RTO Development Officer uses advanced specialist skills to plan, develop, implement and maintain appropriate systems, policies and procedures, submit proposals and submissions and provide strategic advice and reports to the Principal and RTO Board in the area(s) of responsibility.

The RTO Development Officer works with broad direction, referencing theoretical principles and policies to work assignments, providing strategic and specialist advice in area of responsibility to improve effectiveness and performance, and using discretion, judgement and initiative in performance of role.

Within the role, the RTO supports the Catholic Identity and Evangelising Mission and works collaboratively with other staff and members of the school community to assist students to achieve enhanced learning outcomes.

ORGANISATIONAL REQUIREMENTS

As an employee in Catholic Education Tasmania

- You must uphold Catholic belief and practice in all the Employee's professional activities and refrain from expressing public opinions or engaging in public activity that, in the reasonable opinion of the Employer, would bring the Employer into disrepute.
- You must be familiar with, have an understanding of and uphold the implementation of the Archbishop's Charter for Catholic Schools.

KEY RESULT AREAS

RTO administration

- Establish, maintain systems and procedures to ensure the efficient and effective functioning of a VET office and delivery of customer service excellence.
- Respect and protect staff, student and family privacy and confidentiality.
- Resolve complex issues and complaints with due care, diligence and sensitivity.
- Prepare complex correspondence, reports, proposals and submissions.
- Respond to information requests from CET and external agencies.
- Prepare, produce and retain RTO records and publications in accordance with organisational policies.
- Analyse data and information and make recommendations to enhance operations

- Make contracts with external service providers as required.
- Lead meetings as required.
- Provide executive support and advice to the Principal on complex matters.

VET RTO Coordination

- Establish proactive, respectful and effective working relationships with key stakeholders
- Assist in the maintenance of the VET quality assurance requirements.
- Ensure maintenance of industry relationships.
- In consultation with VET staff develop and write VET learning and assessment resources.
- In consultation with VET staff develop annual VET training and assessment strategies.
- Assist in conducting VET internal audits.
- Develop and implement VET plans, associated budgets and resource requirements
- Work within timelines and budget to meet VET deliverables.
- Provide responses for VET enquiries
- Undertake research and data analysis relevant to VET to identify trends and make recommendations for improvement
- Provide regular reports and statistics to the VET team / steering committee and RTO Board
- Coordinate and conduct professional learning sessions to relevant stakeholders (relevant to VET)
- Produce relevant VET documentation, including training guides, manuals, policies and procedures as required
- Assist in maintaining and adhering to ASQA requirements

Manage and develop staff

- Build relationships across the school community to ensure effective communications and delivery of services.
- Assist with the recruitment and selection of VET staff as required including assisting RTO partners with recruitment as required.
- Orient and induct new staff including VET staff working with RTO partners.
- Provide on-the-job and other training opportunities and support.
- Coach and develop staff for individual performance and overall team outcomes.

Team effectiveness and collaboration

- Support and assist staff and management teams to deliver effective student outcomes.
- Work collaboratively with other members of the school community, including parents/guardians, caregivers and volunteers, to enhance student outcomes.
- Develop positive relationships with colleagues and other members of the school community and maintain a positive and professional demeanor at all times.
- Maintain a positive attitude towards new and different ideas and approaches.
- Attend, as required, meetings as convened by management and staff.

Personal effectiveness

- Demonstrate integrity and meet the standards of conduct expected.
- Participate in goal-setting processes and respond to opportunities for growth to improve knowledge and practice.
- Overcome obstacles and recover and learn from setbacks through self-development.
- Participate in staff learning programs and attend appropriate professional learning (PL) opportunities when required.
- Seek and apply constructive feedback from Line Manager/s to improve knowledge and practice.

Resources and organisation

- Plan and organise workflow to accomplish established objectives.
- Utilise software packages, including word processing, maintain email and electronic records,

spreadsheets, databases, desktop publishing, accounting and/or web software.

- Utilise specialised programs relevant to <specialist area> (e.g. graphic design tools).
- Use relevant office equipment including photocopiers, shredders, printers, as required.
- Use school property, resources and technology in a proper and safe manner in accordance with appropriate standards, policies and procedures.
- Consider the environment and minimise waste.

Safety and compliance

- Exercise responsibility required in accordance with Work, Health and Safety legislation, including:
 - take reasonable care of your own health and safety and that of other people who may be affected by your acts or omissions at the workplace.
 - contribute to safe systems of work.
 - promote a culture of safety in the workplace.
- Create a safe and welcoming learning environment for children and young people congruent with legislative and organisational Child Safe requirements.
- Undertake relevant Catholic Education Accreditation requirements associated with the role.
- Adhere to the requirements of the role in accordance with the professional standards expected of Catholic Education Tasmania and all organisational policies, procedures, codes, guidelines and applicable laws.

PERSONAL CAPABILITIES

- Knowledge and experience in developing and implementing VET programs in a busy environment with competing demands.
- Proficient with office equipment and technology and use of Microsoft Office and Google suite of applications.
- Experience supervising staff.
- Extensive working knowledge of training packages
- Able to work independently with broad direction.
- Highly effective administrative and decision-making skills that demonstrate clarity, competence and a collaborative approach.
- Demonstrated professional integrity
- Able to work collegially in a team environment
- Able to apply high-level communication skills, both verbally and in writing to a wide range of people.
- Excellent time management and organisational abilities.
- Demonstrated accuracy and attention to detail.
- Reliable and dependable.
- Demonstrated openness and ability to adapt and coordinate change.
- Able to use initiative to anticipate and create practical solutions to problems.
- Able to maintain integrity and confidentiality when dealing with sensitive information and matters.
- Able to undertake research and data analysis.
- Able to manage and resolve conflict in a constructive manner.

EVIDENTIARY REQUIREMENTS

Essential

- Valid Working with Vulnerable People Registration
- Current and satisfactory National Police Criminal History Check (NPCHC)
- Certificate IV or Diploma in Training and Assessment
- Current Tasmanian vehicle driver licence

Desirable

- Tertiary qualifications in Training and Assessment or other relevant discipline

ENVIRONMENTAL CONDITIONS AND PHYSICAL DEMANDS

The RTO Development Officer role is located in a busy, open area office and is subject to constant interruptions and frequent communications with others whilst undertaking tasks that require attention to detail and high levels of accuracy.

The RTO Development Officer uses a variety of information and communication technology, office equipment and resources. Some intrastate travel may be required. The role will involve frequent sitting and standing and require fine motor and control skills, auditory and visual functions. Some lifting of supplies and materials may be required from time to time.

Additional Position Information

Start Date:	Monday 25 January 2021
Tenure:	Ongoing 1 FTE 6 month Probation Period
Location:	Guilford Young College (Barrack Street Hobart or Bowden Street Glenorchy Campuses)
Hours of Work:	8:30am - 4:51pm: Monday to Friday with a 45 minute lunchbreak
Employment Conditions:	As per the Tasmanian Catholic Education Single Enterprise Agreement 2018
Remuneration:	Salary Range: Business Services, Level 4 \$70,682 – plus 9.5% superannuation

Final Check List for Applications

Before sending in your application, use this checklist to make sure you have not missed out any important details. Please ensure that you submit:

- Signed and dated Application for Employment Form
 - A cover letter of introduction stating the reasons you are seeking the position
 - A current copy of your Curriculum Vitae, which should include a brief employment history stating where you have worked, the length of service and brief description of the position(s) held and duties undertaken
 - Succinctly addressed the Key Result Areas (KRAs) and Personal Capabilities in the Role Description
- Hint: when addressing the KRAs describe how your Personal Capabilities, knowledge and experience demonstrate your ability to undertake the role
- Included any other relevant information you wish to submit

Applications are to be addressed to Craig Deayton, Principal, Guilford Young College and forwarded electronically by 4.00pm Thursday 3 December 2020 to anutting@gyc.tas.edu.au.

Upon receipt of an application, you will receive a confirmation of receipt via email within two business days.

If you have any further queries regarding your application please do not hesitate to contact Mrs Anita Nutting on (03) 6238 4357 or anutting@gyc.tas.edu.au.