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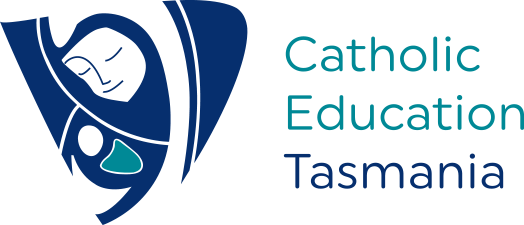
**Registered Training Organisation**

**Development Assistant**

**Application Package for Applicants**

Applications Close:

Monday 29 August 2022, 4pm



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](http://catholic.tas.edu.au/)

www.gyc.tas.edu.au

Application for Employment

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Position – Leave replacement: *Please select role/s***  ☐ RTO Development Assistant | | | | | | |
| Family Name |  | | Given Name(s) | |  | |
| Postal Address |  | | | | | |
|  |  | | | | | |
| Telephone: | Work 🞏 |  | | Home 🞏 | |  |
|  | Mobile 🞏 |  | | please tick preferred contact number | | |
| Email Address: |  | | | | | |

**Educational Qualification** – Detail Highest Academic Qualification Awarded

|  |  |  |  |
| --- | --- | --- | --- |
| Qualification |  | | |
| Institution |  | Year Awarded |  |

|  |  |  |
| --- | --- | --- |
| Tasmanian Teacher Registration Number *(if applicable)* |  |  |
| Catholic Education Accreditation Level Attained *(if applicable)* |  |  |
| 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 |

**Logo, company name

Description automatically generated**

**ROLE DESCRIPTION**

**Role title:** Registered Training Organization Development Assistant

**Classification:** Business Services, Level 4

**Contract Type:**  Part-time (.6), ongoing, work hours and days negotiable

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

The RTO Development Assistant 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 RTO Manager in the area(s) of responsibility.

The RTO Development Assistant works with broad direction 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.

**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 issues and complaints with due care, diligence and sensitivity.
* Prepare correspondence, reports, proposals and submissions.
* 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.

**VET RTO Coordination**

* Establish proactive, respectful and effective working relationships with key stakeholders
* Assist in the maintenance of the VET quality assurance requirements.
* In consultation with VET staff write VET learning and assessment resources.
* In consultation with VET staff write annual VET training and assessment strategies.
* 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
* Produce relevant VET documentation, including training guides, manuals, policies and procedures as required
* Assist in maintaining and adhering to ASQA requirements

**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 demeanour at all times.
* Maintain a positive attitude towards new and different ideas and approaches.
* Attend, as required, meetings as convened by management and staff.
* Build relationships across the school community to ensure effective communications and delivery of services.
* Orient and induct new staff including VET staff working with RTO partners.
* Provide on-the-job and other training opportunities and support.

**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 VET including Sharepoint and VETTRAK
* 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 administering 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.
* 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)
* Current Tasmanian vehicle driver licence

**Desirable**

* Tertiary qualifications in Training and Assessment or other relevant discipline

**ENVIRONMENTAL CONDITIONS AND PHYSICAL DEMANDS**

The RTO Development Assistant 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 Assistant 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.

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 Personal Capabilities in the Role Description

Hint: 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, Monday 29 August 2022 to employment@gyc.tas.edu.au

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