



Guilford
Young
College

Registered Training Organisation (RTO)

Deputy Manager

Full time, ongoing

Application Package for Applicants

Applications Close: Friday 8 September, 2023



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.

Under the governance of the Catholic Education Commission of Tasmania (CECT), Tasmanian Catholic Education Office (TCEO) is responsible for the oversight, funding and coordination of 38 Archdiocesan schools and three TCEO offices.

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 Constitution
- CECT Policies
- School Policies

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

catholic.tas.edu.au

Application for Employment

Please include this form, your resume and any other relevant information in your application.

Position Title	RTO Deputy Manager		
Family Name		Given Name (s)	
Postal Address			
Telephone:	Work		Home
	Mobile		Please tick preferred contact number
Email address:			
WWVP Registration No:	Expiry Date:		
Educational Qualification – Detail Highest Academic Qualification Awarded			
Qualification			
Institution		Year Awarded	
Tasmanian Teacher Registration Number (if applicable)			
Catholic Education Accreditation Level Attained (if applicable)			
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

ROLE DESCRIPTION

Role title:	RTO Deputy Manager
Classification:	Business Services, Level 6
School/College:	Guilford Young College
Is responsible to:	GYC RTO Manager
Key relationships:	Principal, Catholic school VET staff statewide, students, parents, contractors, suppliers

ROLE ACCOUNTABILITY

The GYC RTO Deputy Manager is a leadership role at GYC RTO and assists in establishing the strategic direction and effective implementation of VET within Catholic schools. The GYC RTO Deputy Manager ensures optimal use and effectiveness of resources to ensure the smoothest possible running of the GYC RTO functions. The GYC RTO Deputy Manager provides strategic advice and reports to the GYC RTO Manager and CEO and implements policies and programs that integrate with external requirements.

Within the role the GYC RTO Deputy Manager supports the Catholic Identity and Evangelising Mission and builds relationships within the school and wider community to realise the school's mission and vision and assist students to achieve enhanced learning outcomes.

The GYC RTO Deputy Manager is responsible to the GYC RTO Manager and CEO. The role has significant influence, control and/or authority over organisational resources and/or programs. GYC RTO Deputy Manager works with others to achieve objectives within complex organisational structures and operates with a high degree of autonomy and significant decision-making responsibilities, using independent judgement and initiative.

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

Vocational Education and Training

Guilford Young College Registered Training Organisation

- Oversee the development of GYC RTO vocational training programs
- Make a significant professional contribution to the development of VET documentation and RTO compliance requirements.
- Oversee the accurate preparation and presentation of for state and national VET reports.
- Lead the resolution of complex issues for GYC RTO involving multiple stakeholders and represent the RTO if required.

- Ensure that GYC RTO policies and procedures are compliant with Commonwealth and Tasmanian legislation and standards in areas such as VET enrolments; marketing; delivery and assessment, facilities, staffing and certification.

Leadership

- Recruit and select staff
- Coach team members for high performance.
- Undertake performance management as required
- Ensure staff undertake adequate professional learning and development to build individual and team capability
- Resolve conflict in a constructive manner.
- Implement and manage change effectively.

EVIDENTIARY REQUIREMENTS

Essential

- Valid Working with Vulnerable People Registration
- Qualifications in Vocational Education and Training
- Knowledge and experience of a broad range of VET requirements such as VET assessment development, VET compliance, VET workplace, health and safety and VET facility requirements.
- Extensive experience and management expertise in relevant field
- Current Tasmanian vehicle driver licence

Desirable

- Experience in an education environment

PERSONAL CAPABILITIES

- Demonstrated success in RTO management.
- Work with a high degree of autonomy.
- Demonstrated success as a highly effective leader of staff.
- Demonstrated ability to be successful in a demanding and multifaceted role.
- Excellent time management and organisational abilities.
- Highly effective administrative and decision-making skills that demonstrate clarity.
- Influence through collaboration.
- Plan and act strategically.
- Exercise judgement and discretion.
- Innovate and use initiative to resolve problems in a constructive manner.
- Outstanding communication skills.
- Strong interpersonal and relationship skills.
- Maintain confidentiality and manage sensitive situations.
- Act with professional integrity and due care and diligence.
- Flexibility and adaptability

ENVIRONMENTAL CONDITIONS AND PHYSICAL DEMANDS

The GYC RTO Deputy Manager works mostly in an office-based environment using a variety of office technical equipment and resources, including specialised software and databases. Some intrastate travel may be required. Attending meetings and events outside of core hours is required. The role will involve frequent sitting and require fine motor and control skills, auditory and visual functions. Infrequent manual handling may be required.

Schedule 1 - Standard Role Requirements for all Positions

Team effectiveness and collaboration

- 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.

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 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 or other specialised software.
- 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.
- 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.

Start Date:	As soon as possible
Tenure:	Ongoing 1 FTE 6 month Probation Period
Location:	Guilford Young College (Barrack Street Hobart and 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:	Business Services, Level 6 \$101,342 + 11% 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 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 Jo Legosz, Principal, Guilford Young College and forwarded electronically by 4.00pm 8 September, 2023 to employment@gyc.tas.edu.au.

Upon receipt of an application, you will receive a confirmation of receipt via email.

If you have any further queries regarding your application, please do not hesitate to contact Mrs Penny Driessen on (03) 6238 4333 or pdriessen@gyc.tas.edu.au.