



# **Registered Training Organisation (RTO) Development Officer**

**Part time, ongoing position**

**Application Package for Applicants**

Applications Close: Friday 22 March 2024



## 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 administered 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 Tasmanian Catholic Education Single Enterprise Agreement 2018
- CECT Policies
- School Policies

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

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

[www.gyc.tas.edu.au](http://www.gyc.tas.edu.au)

## Application for Employment

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

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

### Educational Qualification – Detail Highest Academic Qualification Awarded

<b>Qualification</b>			
<b>Institution</b>		<b>Year Awarded</b>	

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.

<b>Name</b>	
<b>Postal Address</b>	
<b>Phone Number</b>	
<b>Email Address</b>	
<b>Name</b>	
<b>Postal Address</b>	
<b>Phone Number</b>	
<b>Email Address</b>	
<b>Name</b>	
<b>Postal Address</b>	
<b>Phone Number</b>	
<b>Email Address</b>	

<b>Signature</b>		<b>date</b>
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## **Role Description**

<b>Role title:</b>	Registered Training Organisation Development Officer
<b>Classification:</b>	Business Services, Level 5
<b>College:</b>	Registered Training Organisation (RTO)
<b>Is responsible to:</b>	RTO Manager
<b>Key relationships:</b>	Principals, Catholic colleges statewide, VET 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 is based at Guilford Young College, and will work with and across all CET colleges/worksites.

The RTO Development Officer will work as part of the RTO team to plan, develop, implement and maintain appropriate systems, policies and procedures, submit proposals and provide strategic advice and reports to the RTO Manager and CEO.

The RTO Development Officer is expected to contribute to improving effectiveness and performance whilst using discretion, judgement and initiative in the performance of the role.

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

## **KEY RESULT AREAS**

### **RTO Administration**

- Establish and 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.
- Prepare, produce and retain RTO records and publications in accordance with organisational policies.
- Analyse data and information and make recommendations to enhance operations
- Lead meetings as required.

### **VET RTO Coordination**

- Establish and maintain proactive, respectful and effective working relationships with key stakeholders and industry.
- Assist in the maintenance of the VET quality assurance requirements.

- In consultation with VET staff, develop and write VET learning and assessment resources and strategies.
- Assists 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.
- Provide regular reports and statistics to the VET team and all Catholic college VET providers.
- Produce relevant VET documentation, including training guides, manuals, policies and procedures as required.
- Maintain and adhere to ASQA requirements.

### **Manage and develop staff across the RTO college providers**

- Build relationships across the College community to ensure effective communications and delivery of services.
- Assist with the recruitment and selection of VET staff as required.
- Induct new VET staff and provide on the job support and training.

### **Team effectiveness and collaboration**

- Support and assist staff and management teams to deliver effective student outcomes.
- Work collaboratively with other members of the College community, including parents/guardians, caregivers and volunteers, to enhance student outcomes.
- Develop positive relationships with colleagues and other members of the College 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/s to improve knowledge and practice.

### **Resources and organisation**

- Plan and organise workflow meeting timelines and managing competing priorities.
- Utilise software packages, including word processing, maintain email and electronic records, spreadsheets, databases and desktop publishing.
- Utilise specialised programs relevant to VET.
- Use relevant office equipment including photocopiers, shredders, printers, as required.
- Use College 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.
- Sound computer literacy, proficiency with Microsoft, Word, Excel and VETtrak (preferred).
- Experience supervising staff.
- Working knowledge of training packages
- Self-motivation, with demonstrated ability to work independently and within a team.
- 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 skills.
- Demonstrated accuracy and attention to detail.
- Reliable and positive attitude.
- Demonstrated openness and ability to adapt and coordinate change.
- Able to use initiative to anticipate and create practical solutions to problems.
- Ability to handle sensitive information with absolute confidentiality.
- 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. (or willingness to undertake)
- Current and satisfactory National Police Criminal History Check. (NPCHC)
- TAE40110 or TAE40116 Training and Assessment qualifications or equivalent. (or willingness to undertake this qualification)
- Current Tasmanian vehicle driver's 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

<b>Start Date:</b>	As soon as possible
<b>Tenure:</b>	Ongoing .657 FTE (negotiable) (25 hrs per week) 6-month Probation Period
<b>Location:</b>	Guilford Young College (Barrack Street Hobart or Bowden Street Glenorchy Campuses)
<b>Hours of work:</b>	8.00am – 3pm: Monday to Thursday (negotiable) with a 45-minute lunchbreak
<b>Employment Conditions:</b>	As per the Tasmanian Catholic Education Single Enterprise Agreement 2018 Salary Range:
<b>Remuneration:</b>	Business Services, Level 5  \$57,385.64 FTE plus 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 the Personal Capabilities in the Role Description.
- ☐ 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 Friday 22 March 2024 to [principal@gyc.tas.edu.au](mailto:principal@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 Monica Nugent on (03) 6238 4357 or [mnugent@gyc.tas.edu.au](mailto:mnugent@gyc.tas.edu.au).

If you have any further queries regarding the role, please do not hesitate to contact Ms Penny Driessen on (03) 6238 4359 or [pdriessen@gyc.tas.edu.au](mailto:pdriessen@gyc.tas.edu.au).