



ROLE DESCRIPTION

Job Title:	Manager
Job Type:	Full-time
Salary Classification:	NT Christian Schools AO 6.1 – AO 7.3 Scale
2021 Salary Range (Full-time):	\$92,651.00 - \$117,858.00 (6 wks AL) Dependent on qualifications and experience. Plus superannuation contribution of 10% of your annual salary.
School/Entity:	Transforming Training
Responsible to:	Chief Executive Officer
Date Advertised:	August 2021

Introduction

All people who work for NT Christian Schools are expected to have a clear understanding of, and unqualified commitment to the biblical basis, *'What We Believe'*, and to act both in the work place and in other contexts in ways that are consistent with that basis.

With a mutual commitment to God through Jesus Christ, staff members ought to serve and love one another as Christ loves them. This also means an acknowledgement that all people are fallible and need to be entirely reliant upon God. The association has expectations of mutual love, service, trust, acceptance, patience, forgiveness and support.

General Expectations

Your work for the organisation involves serving and supporting those people for whom we exist, namely students and their parents. This is the core function for all people employed by NT Christian Schools. Each is expected to work as a member of a team serving and supporting each other in the various tasks to which God has called them. Each team member is expected to contribute positively to the maintenance of a pleasant, purposeful, productive and safe workplace.

These responsibilities and duties are, therefore, underpinned by expectations of generosity, openness, teamwork, effectiveness, efficiency, attention to detail, pleasant working relationships and maintenance of an effective, attractive, safe work environment.

Parameters for this Position

This position involves direct management of the RTO, Transforming Training; it involves oversight of compliance and quality control of training, including VETDSS and VET for Adults

The Manager of Transforming Training will report directly to the CEO, and is responsible for all matters pertaining to the RTO, including operation, compliance, educational performance, staff oversight, funding, marketing, partnerships, communication, budgeting and strategic direction.

This requires the highest commitment to the Lord, the Bible and to education and training from a distinctively Christian perspective and directed by parents and other supportive Christian people.

Key Areas of Responsibility

Governance and strategic direction

- Implement the vision for training to serve NT Christian Schools staff and students as set by the Board;
- Ensure NT Christian Schools staff and students are well served through provision and facilitation of training from a Christian perspective;
- Develop strategic direction for the RTO in line with the NT Christian Schools Key Priorities;
- Develop and implement policy, process and training pedagogy in line with Board and system direction and RTO compliance;
- Participate in governance duties and responsibilities as prescribed by the NT Christian Schools Board.

Educational management

- initiate, supervise and coordinate curriculum and course development and planning for the RTO from a biblical perspective, meeting learner needs and government requirements;
- oversee the quality of course material and its implementation;
- ensure maintenance and evaluation of high-quality training programmes; and
- develop and regularly conduct review procedures for training programmes;
- provide care for staff and students.

Staff

- be involved in employment of staff and deploy staff to adequately meet teaching, administration and maintenance needs within the resource constraints of the RTO as determined by the Board;
- ensure that staff act as a cohesive team committed to the biblical educational goals of NT Christian Schools;
- ensure adequate induction and on-going support for staff;
- implement NT Christian Schools' staff appraisal policy involving both formative and summative appraisal of all staff;
- ensure there is a clear link between staff appraisal and staff professional development;
- advise about and provide, as necessary, in-house training and courses to assist in the professional development of staff;
- ensure all staff meet the professional development requirement as prescribed by relevant areas of RTO compliance.

Financial Management

- maintain oversight and responsibility for the financial operations of the RTO;
- network with key RTO funders and stakeholders;
- in consultation with the CFO develop the annual budget in the context of the strategic plans of NT Christian Schools;
- provide information as required to NT Christian Schools, government bodies and RTO compliance bodies.

The wider community

- exercise authority on behalf of the RTO in all forums including dealing with relevant people and entities in the wider community in the interest of the RTO;
- maintain regular contact and liaise with NT and Commonwealth governments as they affect the RTO's operation;
- maximise opportunities to access government programmes and resources;
- report to and deal with government and other authorities as required;
- liaise with educational, RTO and other relevant organisations locally and nationally.

Marketing and Promotion

- implement strategies to market the RTO within the broader community;
- promote the RTO both within and outside the NT Christian Schools community at every opportunity;
- perform all duties expected in the area of marketing and promotion.

Communication

- communicate frequently with all learners with the aim of promoting information flow, teamwork, transparency, cohesion and harmony within the RTO;
- ensure that learners are adequately informed of all course requirements;
- ensure regular meetings and liaison with all staff;
- consult about the RTO's operation through the NT Christian Schools Forum of Educational Leaders (FOEL).

Compliance

- Maintaining ongoing compliance in all areas of the RTO's operation including the VET Quality Framework, Australian Quality Training Framework and Standards for Continuing Registration;
- Maintenance of RTO Quality Management Systems;
- Serve as the High Managerial Agent for the RTO;
- Report directly to the CEO on all matters of RTO compliance

General

- ensure that NT Christian Schools and relevant RTO policies are implemented;
- oversee the organisation of schedules and procedures as needed;
- any other duties agreed, from time to time, in writing between you and the Board through the CEO.

SELECTION CRITERIA

Essential

- Possess relevant experience in the operational management (including financial management) of a Registered Training organisation.
- Have proven competence in leading and motivating teams.
- Have significant industry experience and awareness of developments in the sector.
- Have a comprehensive understanding of ASQA's functions, the VET Quality Framework and a working knowledge of relevant training packages.
- Be strategic in your thinking and able to prioritise and achieve performance goals in a results-oriented environment.
- Be highly motivated and able to draw on initiative and business development experience to drive future growth, whilst maintaining high-quality training services.
- Possess relevant experience in developing and validating accredited course material including training resources and assessment tools.
- Have highly developed oral and written communication, negotiation and interpersonal skills.
- Pay attention to detail and be analytical in your thinking.
- Certificate IV in Training and Assessment (TAE 40110) or a willingness to obtain.
- NT Working with Children Clearance (Ochre card)
- Recent Criminal History Check (issued within the last 12 months)
- Be a committed Christian actively involved in your local church
- Ability to reflect the Christian faith underpinning the school