

Position Description



Diversitat is a registered charity that has been serving the Geelong community for more than 40 years. Today we operate across 10 sites delivering a range of services including settlement, training, education, youth programs, financial counselling and disability and aged support. We also operate The Pulse radio station, the Oppe Shoppe and run various events including the famous Pako Festa.

Our aim is to empower individuals and communities to reach their full potential and aspire to provide an innovative and high quality response to the changing needs of a culturally diverse community. We act and behave on a daily basis according to our values of dignity, respect and acceptance, both with our clients and amongst each other. These values are a key part of our identity and are what brings us together and makes us successful at what we do.

Position Details

Position Title	RTO Manager
Job Type	Full time, fixed term for 12 months
Hours of work	38 hours per week
Reports to	Education Programs Manager
Position Area	Training and Education
Location	Diversitat Training – The Pulse
Award	Educational Services (Post-Secondary Education) Award 2020
Date	January 2021

Position Requirements

1. Position Purpose	This position is responsible for the operational and strategic management of Diversitat's registered training programs to ensure that all contractual and funding requirements are met.
2. Main duties	<ul style="list-style-type: none">• Ensure all qualifications and programs adhere to training package rules, funding body contracts and registered training organisational standards;• Review and improve business processes to ensure continuous improvement across all training programs and operational activities;• Ensure high quality customer service, responsiveness and resolution of student enquiries, needs and/or complaints;• Manage contractual reporting to Government and other regulatory bodies;• Identify and mitigate areas of compliance vulnerability and risk;• Develop an inclusive, collaborative team culture based on accountability, transparency and compassion;• Develop, monitor and deliver program budgets;• Build positive working relationships with internal and external stakeholders;• Develop strategies and objectives to position the organisation for growth.

Key Selection Criteria

1. Qualifications	<ul style="list-style-type: none">• Relevant Bachelor's degree and/or demonstrated relevant experience in an RTO or a relatable educational environment;• Current Certificate IV in Training and Assessment or higher;• Full unrestricted Victorian Drivers Licence.
2. Skills	<ul style="list-style-type: none">• Previous experience working in an RTO or a relatable educational environment;• Ability to balance strategic thinking with operational management;• Solutions-driven - ability to identify and problem solve an issue to ensure compliance;

	<ul style="list-style-type: none"> • Excellent people and performance management skills, able to work in multi-disciplined teams in a reliable and highly professional manner; • High level of attention to detail, and independent research skills; • Excellent computer skills with Microsoft Office and able to learn new software packages; • Highly developed written and oral communication skills; • High level of integrity and professionalism founded on accountability and transparency; • Demonstrated organisational, project management and administrative skills including the ability to prioritise tasks and meet deadlines; • Demonstrated ability to develop and manage financial budgets.
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Other Terms and Conditions of Employment

- All Staff to adhere to Diversitat’s Council’s Equal Opportunity policies, as well as act in accordance with the Charter of Human Rights. Ensure behaviour in the workplace does not discriminate, bully or harass others.
- All staff are to adhere to Diversitat’s OH&S policy including the requirement to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct. Workplace incidents and injuries are to be reported to a nominated OH&S representative, and all staff are encouraged to raise health and safety concerns with management.
- Employment is subject to the satisfactory completion of Record Work Rights Check, a Police Check, Medical Check, Disability Worker Exclusion List Check and/or Working with Children Check. Diversitat will pay for the costs associated with a Police Record Check and /or requested Medical Check. The Working with Children Check cost will be the responsibility of the employee.
- Prior to any person being appointed to this position it will be required that they disclose full details of any previous Workers Compensation claims.
- All other conditions as per Diversitat Policies and Procedures Manual.
- All staff at Diversitat are responsible and will be held accountable for their continuing compliance with our Mandatory Reporting – Child Protection policy. It is expected that all staff will maintain contemporary knowledge of the policy and enact the policy at all times. All staff have a responsibility to raise any concerns they have about child safety to their direct manager or senior manager immediately.

Whilst these conditions are generic in an attempt to provide an overview, specific terms and conditions pertained to an employee are contained in the employment contract. It is not the intent of the position objectives/duties to be entirely prescriptive. The position objectives/duties are a description of the key areas. There may at other times be activities which will be required which are not described herein, however they will not be outside of the position purpose statement and will at all times be made in consultation and agreement with the incumbent.

At Diversitat we are committed to supporting Indigenous Australians, culturally diverse candidates and candidates with a disability gain employment and develop their careers with us – if you meet the above requirements, we encourage you to apply. If you would like further information about this role or if you have any particular access requirements please contact our office.

Acceptance of Offer

I have read, understood and accept the above position description.

Employee Name _____

Employee Signature _____

Date _____

Manager Name _____

Manager Signature _____

Date _____