

Directorate: ACT Education Directorate	Position Number: 64020
Division: School Performance Improvement	Classification: Administrative Services Officer 5
Business Unit: Gungahlin College	Location: Gungahlin ACT
Section: North Training RTO	Reports to: RTO Manager and Principal Representative Gungahlin College Campus
Position Title: North Training Compliance and Administration Officer	Last Reviewed: October 2024

DIRECTORATE OVERVIEW

The Education Directorate is responsible for early childhood education and care, and school education in the ACT. The Directorate provides school education services to children and young people both directly through public schools and indirectly through regulation of non-government schools and home education.

Our vision is that we will be a leading learning organisation where people know they matter. We focus on creating capable, resilient, and active citizens by placing students at the centre, empowering learning professionals, building strong communities, and systems that support learning.

The Directorate is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment, we strongly encourage people from an Aboriginal or Torres Strait Islander background, and/or people with a disability, to apply.

BUSINESS UNIT OVERVIEW

The School Improvement Branch works closely with schools supporting them to develop sustainable processes that ensure a culture of school improvement and accountability related to their individual context.

ACT Public Schools deliver quality education to shape every child's future and lay the foundation for lifelong development and learning.

POSITION OVERVIEW

The Vocational Education and Training (VET) area has a focus on development and implementation of quality systems that support innovation and growth in VET for secondary schools. This includes processes to support continuous improvement and the assurance of conformity to applicable statutory and regulatory requirements.

Vocational Education and Training (VET) enables secondary students to gain nationally recognised qualifications for employment and connects them to future pathways. Strengthening VET pathways for secondary school students and improving the quality and vocational relevance of VET in schools, supports successful transitions to work and further qualifications.

Our ideal candidate takes ownership of issues and will demonstrate the ability to work with a variety of stakeholders. This will include working collaboratively across business units, schools, and directorates to develop documentation and run workshops.

Ideally you will have proven ability to establish and manage projects within tight timeframes, build relationships, communicate effectively and influence stakeholders.

You have the ability to 'wear multiple hats' and juggle priorities, be resilient and tactful, passionate about what you do and committed to making a difference.

You can perform independent research work and analysis, including the preparation of draft reports and briefs on relevant program activities and/or project milestones, including presenting at information sessions and/or workshops.

You will have experience and understanding of the Australian Skills Quality Authority (ASQA) standards and RTO requirements and a sound knowledge of the Australian Vocational Education and Training Management Information Statistical Standard (AVETMISS).

The successful applicant will be required to work over multiple sites in the Gungahlin and Dickson areas of Canberra.

This position is an active member of the VET team overseeing the operations of the school business and is accountable to the ACT Education Directorate in meeting relevant legislative requirements. The VET Operations Manager will work under limited direction in relation to established priorities, task methodology and work practices to provide support to the RTO Manager, CEO of North Training RTO Governance Board in the day-to-day management of the business area, in line with Australian Skills Quality Authority requirements and Directorate priorities.

DUTIES / RESPONSIBILITIES

1. Undertake work that is complex in nature, under limited direction such as overseeing the day-to-day activities of RTO operations, ensuring that systems and services work reliably and securely with a focus on continuous improvement.
2. Support school RTO's compliance processes in relation to *Standards for Registered Training Organisations* to ensure requirements are met.
3. Analyse business system requirements and perform duties related to the implementation, management, maintenance, and enhancement of systems.
4. Ensure allocated Projects follow the agreed project methodology and frameworks and assess project risks and issues and provide solutions where applicable.
5. Maintain and monitor project plans, project schedules, change variations, budgets and expenditures.
6. Provide expert, timely advice to RTO manager and RTO senior executive through high quality briefing papers, project plans, reports and written submissions.
7. Ensure stakeholder views are managed towards the best solution and work closely with careers and vocational pathways teams and a variety of internal and external stakeholders.

SELECTION CRITERIA

1. Proven project management, presentation and communication skills in a complex environment, with experience in transitioning project deliverables to business-as-usual operations.
2. Ability to liaise and communicate effectively with staff at all levels, students and members of the public, with a developing ability to negotiate and problem solve
3. Exceptional communication skills, both written and verbal and a demonstrated ability to plan, prioritise, co-ordinate and meet key performance indicators in a busy business environment.
4. Demonstrated ability to prioritise and analyse complex issues and make sound judgements and recommendations in accordance with legislation.
5. Proven ability to develop productive working relationships with internal and external stakeholders to achieve results, including a demonstrated ability to manage sensitive and confidential issues with integrity.
6. Demonstrated understanding and commitment to the implementation of the principles of Respect, Equity and Diversity (RED), ACTPS values and principles, participative work practices, work health and safety, staff development and training.

HOW TO APPLY

- Please submit a statement of claims (maximum of two pages) addressing the Selection Criteria. Also provide your current resumé and two referees with a thorough knowledge of your work performance and outlook. Please ensure that one of the referees is your current or immediate past supervisor. You should also be aware you may be asked to provide further referees.

MANDATORY REQUIREMENTS

- Possession of a current driver's license and access to a private vehicle.
- Permanent resident of Australia.
- Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804 .

HIGHLY DESIRABLE

- Strong project management experience, including use of document management and project management tools.
- Sound knowledge of the Australian Vocational Education and Training Management Information Statistical Standard (AVETMISS).
- Certificate IV in Training and Assessment (TAE40116) qualification.