

POSITION DESCRIPTION

POSITION TITLE:	RTO Manager
LOCATION:	South East Qld or Cairns, QLD
REPORTING TO:	CEO

PURPOSE STATEMENT

The RTO Manager is responsible for the day to day management of the Skill360 Registered Training division. This role is subsequently responsible for the execution of ongoing operational requirements of an RTO in providing capably trained and qualified skillsets to deliver on the Skill360 RTO services.

OUR VISION

To be the best integrated workforce solutions provider.

OUR MISSION

To provide employment opportunities and up-skilling to people, communities and businesses in a sustainable way.

OUR VALUES

- We will invest in our people
- We will be 100% safe, 100% of the time
- We will provide innovative solutions to problems
- We will provide excellent customer service
- We can always be better in how we do things

REPORTING

This position reports to the Chief Executive Officer

PRIMARY DUTIES

- Provide leadership and direction to the RTO Division;
- Implement business processes and strategies to achieve Key Performance Indicators (KPIs) and agreed business targets;
- Manage the RTO to ensure they meet individual targets and KPIs;
- Provide reports as necessary to the CEO and Board;
- Ensure overall compliance of the RTO with all relevant external bodies - including contract requirements, quality assurance, accreditation and legislative requirements;
- Ensuring currency with accredited training reporting & auditing requirements;
- Review and continually improve the RTO activities, programs and service delivery, ensuring that it remains current and underpins effective operations and high levels of quality and service;
- Contribute to new business tenders (including State and Federal government funded offerings);
- Identify opportunities to create new business revenue streams within new and existing accounts, rolling out relevant training courses;

- Manage risk through coordination of internal audits to ensure services are delivered in accordance with ASQA requirements, contractual obligations and Skill360 risk management and quality frameworks.
- Participate as a member of an extended service team in line with organisational values;
- Promote the benefits of the RTO services to key stakeholders and develop organic business opportunities;
- Commitment to act in a manner which promotes and protects the safety and wellbeing of children and young people by adhering to the Child Safety National Principles and TBG's Child Safety policies and procedure;
- Any other tasks assigned which may be reasonably requested from time to time, which contribute to the success of the organisation.

KNOWLEDGE, SKILLS & EXPERIENCE

- Experience in RTO operational management;
- The ability to develop effective relationships with senior management and broader employee network to develop and maintain trust and confidence, and act in a fair and impartial manner to achieve outcomes;
- Demonstrated ability to develop and maintain a client base through business development and account management;
- Demonstrated organisational, project management and administrative skills including the ability to prioritise tasks and meet deadlines;
- Knowledge of State & Federal Training funding
- Proven ability working to and meeting targets and KPI's;
- Strong administration and compliance capabilities;
- Well-developed oral and written communication skills;
- Demonstrated ability as a team player;
- Highly developed interpersonal skills – ability to build and sustain relationships with key stakeholders;
- Positive approach to a continual changing work environment.

QUALIFICATIONS AND CERTIFICATES

- A degree in management or related field is highly desirable;
- Class C Drivers' Licence;
- Certificate IV or Diploma in Training and Assessment (TAE);
- Working with Children Check (Blue Card) Queensland;
- National Crime Check (Police Check) clearance;
- Knowledge of Workplace Health and Safety and Risk Assessments.

This Position Description is intended to describe the general content of and requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

I have read and understood the duties and responsibilities required of me in this role.

Employee Signature: _____ Date: _____