

Job description

Agency	Department of Education	Work unit	Registered Training Organisation
Job title	Senior Continuous Improvement Manager	Designation	Administrative Officer 7
Job type	Full Time	Duration	Fixed to 16/08/2022
Salary	\$109,514 - \$117,815	Location	Darwin
Position number	36876 RTF 220146	Closing	21/09/2021
Contact	Larni Montgomery, Senior Manager Registered Training Organisation on 08 8944 9231 or Larni.Montgomery@nt.gov.au		
About the agency	https://education.nt.gov.au/		
Apply online	https://jobs.nt.gov.au/Home/JobDetails?rtfld=220146		

Applications must be limited to a one-page summary sheet and detailed resume

Information for applicants – Inclusion and diversity and Special measures

The NTPS values diversity and aims for a workforce that represents the community. The NTPS encourages people from all diversity groups to apply for vacancies and accommodates people with disability by making reasonable workplace adjustments. If you require an adjustment for the recruitment process or job, please discuss this with the contact officer. For more information about applying for this position and the merit process, go to the [OCPE website](#).

Under the agency's Special Measures Recruitment Plan eligible Aboriginal and Torres Strait Islander (Aboriginal) applicants will be granted priority consideration for this vacancy. For more information on Special Measures, go to the [OCPE website](#).

Primary objective

Provide high level specialist advice to Department of Education (DoE) executive on the continuous ongoing improvement of accredited VET programs delivered by the DoE RTO in schools aligned with national standards. Manage DoE RTO registrations and compliance and training staff to meet Australian Skills Quality Authority (ASQA) requirements. Manage the implementation of accredited VET programs for embedded trainers and assessors for the DoE RTO in schools ensuring national standards are maintained.

Context statement

Early Years and Education Services (EYES) provides a holistic range of services and support to early childhood settings and schools to maximise outcomes for Territory children and young people. This includes services and support for quality teaching and learning, wellbeing and inclusion, early childhood quality and integration, and policy coordination. EYES also strategically implements government priorities, regulates early childhood services, provides advice to the Minister and the department's senior executive, and engages with a broad range of stakeholders to benefit our clients.

Key duties and responsibilities

1. Provide high level advice on all training and assessment matters, development of training and assessment resources, and professional development of embedded trainers and assessors for the DoE RTO.
2. Manage the implementation of RTO compliance at a high level and ensure all RTO compliance administration tasks are completed in a timely manner including development of professional development plans for RTO staff, manage trainer profiles and ensure training staff are undertaking industry currency activities and Vocational Competence development.
3. Develop and maintain collaborative partnerships and alliances with the schools, Indigenous communities, industry, other RTOs and NTG Agencies to support the effective development and management of VET Delivered to Secondary Students.
4. Provide strategic and operational leadership in the development and continuous improvement of training and assessment resources to support the delivery of accredited qualifications, undertaking research into innovative delivery options and models for RTO programs in urban and remote Indigenous environments and development of assessment models that meet National standards.
5. Manage an ongoing program of continuous improvement for training and assessment and VET programs in schools including proactive data collation, analysis and performance monitoring.
6. Provide direction and negotiate with managers, executives and staff to coordinate delivery of continuous improvement in RTO training, assessment and compliance activities to meet departmental strategic objectives.

Selection criteria

Essential

1. Demonstrated ability to analyse and provide high level advice on RTO training and assessment activities to comply with national standards including identification and implementation of innovative practices and continuous improvement activities.
2. Demonstrated high level oral and written communication and interpersonal skills which evidence engaging with influence.
3. High level ability to provide professional leadership and mentoring, and develop and manage professional development programs for embedded trainers and assessors in schools ensuring national standards are maintained.
4. Demonstrated extensive experience in management of VET and accredited training service delivery including development of training materials and assessments and management of quality assurance on continuous improvement activities.
5. High level adaptability and understanding of the complexities of cultures and contexts and the ability to interact effectively with people from different cultures.

Desirable

1. Appropriate tertiary qualifications such as a Certificate IV in Training & Assessment TAE40116.

Further information

The successful applicant must have no significant criminal record confirmed by a Police Criminal History check and have a current Working with Children Card and First Aid Certificate.

Approved: August 2021

Sally Hodgson – General Manager, Quality Teaching and Learning