

**POSITION:**            **Manager – Accredited Training**  
**REPORTS TO:**       **General Manager – Training and Education**  
**LOCATED:**           **Level 2, 77 Yarra Street, Geelong**  
**DATE:**               **August 2008**



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### **Organisational Environment**

Diversitat is a leader and innovator in the provision of services to the greater Geelong community. Established by migrants in the mid-70's, Diversitat (legal name the Geelong Ethnic Communities Council) is an organisation that delivers programs in Immigration and Welfare, Aged Care, Youth, Training, Arts and Events and manages the Pulse Radio Station, Geelong Wholefoods and Café and Diversitat Creative Recycling.

### **Vision**

To empower individuals and communities to reach their full potential.

### **Mission**

Building on our proud heritage of migrant services, Diversitat aspires to provide an innovative and high quality response to the changing needs of a culturally diverse community

### **Values**

Dignity, respect and acceptance are basic values defining out humanity and must be afforded to every individual in our society.

We value an ecologically sustainable environment and promote and celebrate harmony, cultural diversity, peace and social justice in our society.

### **Position Area**

Registered Training Organisation delivers quality training solutions to industry and individuals in the Geelong region since 1997. Our training organisation has established industry relationships which are based on not only the capacity to deliver cost effective training, but also the demonstrated capacity to provide customer responsive and customised training that meets the needs of both the individual and the industry.

Some of the programs delivered within the department include:

- National accredited Vocational Education and Training – Government funded and Fee for Service
- English as a Second Language and Adult Multicultural Education Program
- Adult Literacy and Basic Education
- Workplace Participation Project
- National delivery of Industry training

**Title**

Manager – Accredited Training

**Nature of Position**

This is a full time position for 12 months with a 3 month probationary period

**Remuneration**

Dependent on levels of experience and qualification. Annual movements in remuneration will be dependent on meeting Key Performance Indicators.

**Internal Liaison**

Establish and maintain good working relationships with the General Manager and team, all Diversitat staff, Chief Executive Officer and the Executive Committee.

**External Liaison**

Establish and maintain contacts with funding departments, relevant organisations, industries and students.

**Position Support**

This key management role will be supported through a range of avenues;

- Day to day support via the General Manager
- Access to the CEO
- Individual and monthly staff meetings
- Annual management appraisal
- Professional and personal development opportunities

**Accountability**

This position is directly accountable to the General Manager who, in turn, is accountable to the Chief Executive Officer

**Position Purpose**

To provide operational management to the Traineeship, Community Services, Access and WPP staff and contractual management of these areas within the Yarra Street Office

**Position Objectives**

- Provide operational management of government funded training programs
- Initiate and/or participate the development range of partnerships and activities to strengthen service user outcomes, service system approaches and community capacity
- Manage staff recruitment, provide staff supervision and team development
- Facilitate staff meetings and service planning opportunities
- Coordinate the delivery of contractual reporting to Government and other funding bodies
- Develop and monitor program budgets in consultation with General Manager and Diversitat's Finance Department
- Coordinate and write government tenders and other relevant funding submissions
- Liaise with the General Manager and CEO regarding the strategic direction integrated planning and development of the service area
- Manage the office location and ensure OH&S requirements are met
- Provide written reports as required

## **Key Duties**

- Plan and deliver the training and educational programs that meet the strategic directions set down by the organisation
- Manage and ensure the compliance with contractual and legislative requirements of government funded training programs in accordance with the contractual performance agreements
- Manage and monitor the performance of the programs staff and sessional trainers
- Actively seek new funding and business opportunities through extensions marketing and promotion of the program area
- Design and implement marketing information to promote programs and educational services to industry, community and individuals
- Implements, monitor and meet all financial budgets
- Ensure the maintenance of accurate and secure records of students.
- Assist in the preparation and presentation of reports, tenders, audits and compliance acquittals as required
- Be aware of, and actively implement the 12 quality standards of the Australian Quality Training Framework (AQTF). Clear knowledge of the standards is demonstrated through the use and implementation of Diversitat's continuous improvement system – the Training Improvement Notice, use of Student Satisfaction Surveys and through active participation in Diversitat's Training Improvement processes.
- Support the implementation of Diversitat's Training Unit Strategic and Operational Plans where appropriate
- Liaise with other members of the training department in order to foster a co-operative team approach to assisting our clients
- Report weekly to the General Manager
- Other duties as deemed appropriate by the General Manager

## **Key Selection Criteria**

- Qualifications within Management, Training and/or Community Services
- Significant proven experience and a record of achievement in managing the delivery of Education and Nationally recognized training programs, and the development of effective program models and practice
- Demonstrable experience in supervising professional staff and building effective work teams, together with experience in managing organisational change
- Experience and ability to prepare and develop reports, tenders /funding submissions for community services and training
- Excellent interpersonal skills and the ability to relate effectively with a diverse range of people
- Experience in the development and management of significant program budgets
- Proven networking and collaborative skills
- Proven ability to operate under pressure and meet deadlines
- A current Victorian Drivers licence

## **Terms and Conditions of Employment**

- 12 month full-time contract with 3 month probationary period
- Full access to Salary Packaging
- Monday to Friday 8.30am to 5.00pm
- 6 weeks annual leave
- Salary payment by direct banking to designated account on a fortnightly basis
- Company phone provided
- Other conditions as per Diversitat Policies and Procedures Manual

Applications with a cover letter, resume and statement addressing Key Selection Criteria are to be sent to:

Cathy Najda  
Human Resources Officer  
Diversitat  
153 Pakington Street  
Geelong West 3218

Or

[cathy.najda@diversitat.org.au](mailto:cathy.najda@diversitat.org.au)

Applications close Friday 29<sup>th</sup> August 2008

For further information please call Cathy Najda at 5221 6044