

Position Description
Manager – Karingal Training

KARINGAL MISSION

To provide quality services that improve the lives of individuals

Karingal is a community service organisation which is committed to providing services that enhance the lives of individuals. Our team takes pride in proactively supporting people with disabilities, disadvantages and those who are aged, to live full and active lives. We have services in Metropolitan Melbourne and Regional areas in Victoria.

DIVISION DESCRIPTION

Karingal's **Corporate Services Division** provides support functions to all branches, to Senior Management and to the Board in an attempt to promote consistency and best practice across the organisation, whilst enabling Karingal branches to concentrate on providing excellent service to clients without maintaining their own high cost administrative functions.

BRANCH DESCRIPTION

Karingal Training is a Registered Training Organisation (RTO) specialising in disability, community and employment services training. Karingal Training has developed a range of specialised short courses as well as delivering a broad scope of Nationally Accredited training.

Position Specifics

Position objective:	To provide effective leadership and management in the design, development and implementation of creative, integrated and comprehensive training and development functions for internal and external staff and clients of Karingal.
Reports To:	General Manager – Corporate Services
Division:	Corporate Services
Branch:	Karingal Training
Primary Location:	Geelong Based RTO operates across regional and metropolitan Victoria so may involve some travel.
Employment status:	Full time
Probation:	All positions are offered with 6 month probation period.
Classification & conditions:	Common Law Contract
Remuneration:	Wages will be negotiated commensurate with experience and qualifications. An attractive salary package will be offered which includes access to salary packaging provisions and fully maintained company vehicle. Superannuation is paid at 9%

Position Responsibilities & Duties

Position Specific

- Manage the planning, development, delivery and evaluation of branch and organisational training
- Manage all aspects of external fee for service training
- Manage the planning, development, delivery and evaluation of government funded training
- Work with Branch Managers to establish and continuously monitor staff traineeships
- Develop and maintain relationships with internal and external clients to grow the business
- Develop accredited and non-accredited training courses including learning outcomes, performance criteria, assessment methods/tools and curriculum
- Design, implement and modify training products and services to meet changing needs and to attract potential clients
- Development of projects relevant to the disability services industry
- Source training consultants for the provision of specialist training

People Management

- Oversee the recruitment, coordination, supervision, performance management and professional development of support staff and contractors
- Ensure workplace practices are conducted in accordance with Occupational Health and Safety legislation and Karingal policies and procedures

Resource Management and Compliance

- Maintain quality service delivery that optimises stakeholder satisfaction and which is compliant with AQTF2010 Standards for Registered Training Organisations; Government Funded Training contract requirements and within Victorian and Commonwealth Legislation
- Consult, negotiate and liaise with government and non-government sector agencies and develop and maintain effective working relationships with other carers/families, other professionals, businesses and community organisations
- Deliver cost effective and efficient services ensuring that services are provided within allocated resources
- Develop and manage Karingal Training budgets
- Develop and manage Training Plans for Karingal branches
- Manage buildings, vehicles and equipment needed for the effective delivery of training
- Preparation and timely delivery of accurate and comprehensive reports, service submissions and tenders

Communications

- Establish and maintain effective relationships with a variety of internal and external stakeholders with aim of creating awareness and continuously improving program
- Internal communications requirements:
 - General Manager – Corporate Services: advice and assistance with staff training and development requirements, funding, service agreements and contract compliance
 - Karingal General Managers and Branch Managers: staff training, advice on training developments and training consultants and source training options
 - Karingal Staff: training needs, traineeships, relevant training and professional development
 - Karingal Training Team: Training Development Officers, Sessional Trainers, Administrative staff
- External communications requirements:
 - State Training Body – Office of Training and Tertiary Education
 - Funding Bodies – Australian Council for Further Education
 - Victorian Qualifications Authority
 - New Apprentice Centres
 - Fee for service clients – local government, community service organisations and private businesses
 - Other training organisations
 - Disability In-service Training Support Service (DISTSS)
 - Training Recognition Consultants
 - Specialist Disability Consultants
 - Training Consultants
 - Karingal Training clients, including business development activities with potential clients

Documentation

- Develop and maintain the Karingal staff training database and identify training needs
- Develop and review training policy and procedure to comply with auditing requirements
- Participate in the development of staff and client policies, procedures and work instructions
- Facilitate document control process associated with quality improvement system
- Maintain data pertinent to acquittal of funds received through funding and service agreement, fee for service contracts and grants

Continuous Improvement

- Provide leadership and direction in the development of organisational training policy, strategic planning and training program development
- Represent the organisation on relevant committees and membership of state-wide regional and local networks
- Focus on developing and strengthening community partnerships and inclusive community options

- Create new markets and build/sustain fee for service training
- Prepare submissions/tenders for funding that develop the scope and quality of services
- Prepare and facilitate minimum annual external audits and internal audit plans

Other duties as directed by manager or supervisor

Measurable Results & Outcomes

- Successful delivery of high quality services to existing and potential clients
- Expansion of training delivery and revenue for Karingal Training
- Development and delivery of Vocational Education and Training to job seekers
- Development and implementation of a Karingal Training Business Plan - fostering innovation and continuous improvement and growth in internal services and community involvement
- Evidence of positive relationships with government and non-government agencies, professionals and wider community
- Demonstrated audit compliance
- Accurate and timely reporting to internal and external stakeholders
- Successful proactive management and development of workforce including team development, performance management, workforce planning, supervision and support to staff
- Effective allocation of resources to achieve program targets and budgets

Key Selection Criteria & Skills/Attributes

Essential:	<ul style="list-style-type: none"> ▪ Certificate IV in Training and Assessment ▪ Experience/skills in development, coordination and review of accredited and non-accredited training ▪ In-depth knowledge of AQTF2010 Essential Standards for Registration ▪ Proven ability to succeed in management/leadership role ▪ Highly developed organisational and problem solving skills with a proven ability to work autonomously ▪ Business development experience ▪ Highly developed interpersonal skills- including high level oral/written communication skills ▪ Proficiency in operating PC based software packages ▪ Current Victorian drivers licence ▪ Successful completion of police check
Desirable:	<ul style="list-style-type: none"> ▪ A variety of tertiary qualifications would be highly regarded in this role from disciplines such as Adult Training and Assessment, Human Services or Business Management/HR discipline ▪ Relevant experience industry experience in disability/community service sector ▪ Demonstrated experience in networking and negotiating with variety of training/funding bodies- including ability to foster partnerships and alliances ▪ Business (budget/finance) Management qualifications/experiences highly regarded

Application Details

Application instructions:	Please send applications including cover letter and current resume to Karingal via email or post as below. Late applications will not be accepted.		
Email:	jobs@karingal.org.au	Postal address:	Job Application PO Box 558 Belmont, 3216
Contact person:	Julie Graham General Manager - Corporate Services (03) 5249 8900		
Closing date:	Sunday 5 th September, 2010		

“Karingal is an Equal Opportunity Employer; values diversity and encourages applications from Indigenous people, people with disabilities and people from culturally and linguistically diverse backgrounds”.

Please visit our website for more information: www.karingal.org.au