

# Maxwells Services - Training Manager 2012

## Position Description

<b>Position Title:</b>	Training Manager
<b>Employer:</b>	Maxwells Services NSW / ACT and expanding
<b>Remuneration:</b>	Starting salary \$75,000 pa, commensurate with qualifications and experience
<b>Hours:</b>	Full time

Accountable to the General Manager. This position will be based at the Bungendore NSW office initially (30 drive minutes to ACT).

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### ***Aims and Responsibilities:***

Work at the right hand of the General Manager to manage Maxwells Services growing Training Division. Ensure the highest level of client service, training business growth, profitability and high quality products and services. A hands-on leader, manager, trainer and team-player.

### ***RTO Training Division Tasks***

- ◇ Manage a dynamic, growing, quality focused, RTO Training Division.
- ◇ Plan and manage continuous improvement. A visionary and implementer.
- ◇ A team-player, demonstrating team-leadership.
- ◇ A leader, making decisions, leading the team and excelling at focus and self-management.
- ◇ Manage own training clients initially as the company grows.
- ◇ Holding a current Certificate IV TAE or above.
- ◇ Experience with tender writing.
- ◇ Ensure that the Training Division complies with the Standards for Registered Training Organisations across all of its operations and in all of its training/assessment activities, including those undertaken by other persons or bodies on its behalf
- ◇ Ensure that the Training Division provides the documentation and reasonable access to all areas, records (including internal audit reports) and staff as required by the NSW Dept. of Education for the purposes of audit.
- ◇ Report on the Training Division's compliance to RTO Standards.
- ◇ Liaise with NSW Department of Education for any matters relating to scope of registration or any operations in other States.
- ◇ Plan and implement self-audits of training systems and processes.
- ◇ Assign personnel and resources to assist auditing functions.
- ◇ Collect and provide accurate and up-to-date information on registration and compliance.
- ◇ Organise training resources, documentation, and the following of policies and procedures by the training team.
- ◇ Advise the State or territory registering body that has registered it that the RTO has commenced operations in any other state or Territory within 21 days of commencing operations in any other state or territory.

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- ◇ Provide the State or Territory registering body that has registered it with accurate and timely information regarding registration and compliance.

### **General Tasks**

- ◇ Plan, develop and implement a strategic Training Division Plan.
- ◇ Plan, and monitor an Operations Plan and Budget.
- ◇ Plan and implement a Training Marketing Strategy.
- ◇ Organise and maintain 120-day plans with a structure of accountability.
- ◇ Focus and continue to implement simple compliant systems with the minimum of time, labour and cost.
- ◇ Travel the region as required with some stay-overs.
- ◇ Develop, and implement the policies and procedures of Maxwells Services.
- ◇ Ensure the highest quality service is provided to clients.
- ◇ Plan and develop the company products and services.
- ◇ Attend network functions developing and maintaining networks and relationships.
- ◇ Lead the Maxwells Services training team.
- ◇ Secure, induct and develop quality staff for the company.
- ◇ Organise and be involved with personal and staff development projects.
- ◇ Ensure correct records, including staff records, are kept for all governing bodies.
- ◇ Ensure accounts/claims are up to date and payments secured.
- ◇ Work within legislative guidelines.
- ◇ Maintain healthy and safe workplaces for staff and visitors.
- ◇ Organise appropriate sites for training/meetings etc.

### **Desirable**

- ◇ Experience with Internet based learning
- ◇ Technical experience in website technology
- ◇ Experience with ESL and CRICOS
- ◇ Holding higher education qualifications
- ◇ A strong Corporate network

### **Other Requirements**

- ◇ Willing to undertake an arranged medical check.
- ◇ A current driver's licence with current RTA print out.
- ◇ References/referees to be provided.

See attached Selection Criteria

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### **Selection Criteria** (not in any order of priority)

1. Experience working in conjunction with a leader of an organisation to achieve increasing quality of products and services.
2. Experience as a hands-on dynamic leader being accountable for meeting agreed goals, in a fast moving environment.
3. A strong financial management background, enabling the finances to continue the growth of the business and work to, and manage an agreed budget successfully.
4. Analytical, focused, practical and pro-active.
5. Excellent Microsoft Office computing skills, being responsible for the design and construction of procedures, tender responses, database design, tracking spreadsheets, internet updates and the web site.
6. A proven track record in Nationally Recognised training. Having one's own area of excellence.
7. Experience in building, leading and developing training teams, developing a pro-active and positive thinking culture and following through with professional development activities and KPRs, and Human Resource processes.
8. A strong Corporate background - communicating effectively with Government bodies, Industry leaders, Education and Small Business stakeholders.
9. Business planning expertise both strategic and operational.
10. Excellent managerial writing and communication skills.
11. Experience and commitment to meeting the requirements of the Australian Education standards, and laws governing RTO's, business and education.
12. Professionally presented, focused and self-disciplined.

Please address the Criteria considering the Job Description

Closing 5pm 31<sup>st</sup> of January 2012.

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To The General Manager  
Maxwells Services  
Bungendore Business and Professional Centre  
13 Gibraltar St  
Bungendore NSW 2621

