

## DEPARTMENT OF HEALTH

# Statement of Duties

<b>Position Title:</b>	Manager - Enterprise Registered Training Organisation
<b>Position Number:</b>	505011
<b>Classification:</b>	Allied Health Professional Level 4
<b>Award/Agreement:</b>	Allied Health Professionals Public Sector Unions Wages Agreement
<b>Group/Section:</b>	Community, Mental Health and Wellbeing Statewide Mental Health Services
<b>Position Type:</b>	Permanent/Full Time
<b>Location:</b>	South
<b>Reports to:</b>	Clinical Executive Director - Statewide Mental Health Services
<b>Effective Date:</b>	June 2021
<b>Check Type:</b>	Annulled
<b>Check Frequency:</b>	Pre-employment
<b>Essential Requirements:</b>	<p>Registered with the Occupational Therapy Board of Australia; or Degree in Social Work giving eligibility for membership of the Australian Association of Social Workers; or Registered with the Psychology Board of Australia. Certificate IV in Training and Assessment TAE 40110 or equivalent.</p> <p><i>*Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed in this role and the status of these may be checked at any time during employment. It is the employee's responsibility to ensure that registration/licences remain current and to advise the Employer if their circumstances change. This includes notifying the Employer if a registration/licence is revoked, cancelled or has its conditions altered.</i></p>
<b>Desirable Requirements:</b>	<p>Current Driver's Licence.</p> <p>Completion or progression towards the completion of a post-graduate qualification relevant to the role.</p>

NB. The above details in relation to Location, Position Type and Work Pattern may differ when this position is advertised – please refer to these details within the actual advert. The remainder of the content of this Statement of Duties applies to all advertised positions.

## Primary Purpose:

As part of the Statewide Mental Health Services (SMHS) Workforce Planning and Development Unit and in accordance with Agency policy, directions and legal requirements, the Manager - Enterprise Registered Training Organisation (ERTO) will:

- Act as the CEO of the ERTO.
- Provide high level advice and support to the Clinical Executive Director - SMHS on the development and implementation of strategic workforce initiatives including the ERTO Unit.
- Prepare, implement and evaluate vocational training programs that employ flexible learning strategies that respond to the needs of different learner cohorts within a mental health context.
- Monitor and evaluate practices to ensure and maintain a focus on continuous improvement.
- Ensure the high-quality performance of assigned teaching, assessment and associated duties.
- Manage the day-to-day operations of the ERTO Unit.

## Duties:

1. Provide high-level planning and development advice to the Clinical Executive Director - SMHS with respect to the ongoing development of the ERTO.
2. Manage the human, financial and physical resources of the ERTO Unit.
3. Identify, develop, implement and evaluate ongoing training and development activities to ensure the student and workforce compliance with the Australian Standards Qualifications Authority (ASQA) and the workforce needs of the ERTO.
4. Develop and implement the policies and procedures of the ERTO Unit that meet the current National Vocational Educational Training (VET) sector requirements and the current Standards for National VET Regulator Registered Training Organisations (SNR 1 – SNR 25, all inclusive); and that where possible, align these with the policies and procedures of Tasmanian State Service, Department of Health and the legal requirements of the various National and State Acts of Parliament.
5. Ensure the effective administrative and records management of the ERTO Unit forms part of risk management and compliance with the current National Vocational Education and Training Regulator Act and meets the current Standards for National Vocational and Educational Training Regulator (NVR) Registered Training Organisations.
6. Develop inter-sectorial workforce and professional links and represent the Department of Health at Agency, Inter-Agency and National workforce forums and initiatives as delegated.
7. Provide accurate ERTO information for inclusion in the Agency's Key Activity and Performance Indicator, reports and position papers, correspondence and briefings as required.
8. Provide supervision to Clinical Nurse Educators/ Allied Health Educators/ERTO Educators and Assessors on training and education matters on a daily basis, using clinical reasoning skills where required to address complex issues arising from their interaction with those persons who have mental health disabilities.

9. Develop and implement strategic initiatives to address mental health workforce issues and development requirements.
10. Undertake vocational and educational training and assessment duties within a mental health context.
11. Prepare and conduct skills and assessment activities, including 'Recognition of Prior Learning' assessments.
12. Prepare, manage and coordinate teaching materials, resources and equipment for learning programs.
13. Provide advice on training materials and teaching equipment, as required.
14. Apply quality assurance and continuous improvement principles to all learning programs in accordance with the policies and procedures of the ERTTO and ensure both program delivery and assessments meet compliance requirements.
15. Guide and support students in the ERTTO learning environment, their work placements and/or the workplace and monitor and follow-up on student attendance, engagement and progress, and use clinical reasoning where required to support them in navigating their studies, especially those students who have a mental health disability.
16. Develop and apply student behaviour management strategies to support duty of care policies, practices and procedures.
17. Positively promote RTO products and services and actively participate in validation and moderation activities.
18. Perform administrative tasks related to learning programs and students, including maintaining relevant organisational and student records, enrolment activities, student results and reporting.
19. Actively participate as a member of trainer and assessor working groups, committees and other fora.
20. Maintain and update vocational currency and VET knowledge through the participation in, contribution to and facilitation of training and professional learning programs. Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including in the development and implementation of safety systems, improvement initiatives and related training.
21. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

## Key Accountabilities and Responsibilities:

Under the broad direction of the Clinical Executive Director - SMHS, the Manager - ERTTO is responsible for:

- Effective management of human, financial and physical resources and activities of the ERTTO Unit.
- The implementation and evaluation of a sustainable ERTTO scope for the Department's workforce that achieves and maintains National RTO registration through the adherence to the current National Vocational Education and Training Regulator Amendment Act 2020 meet the current Standards for Registered Training Organisations (RTO's) 2015 and of the National Vocational Education and Training Regulator (Data Provision Requirements) Instrument 2020
- Operating largely autonomously and exercising considerable initiative and professional judgement across the spectrum of responsibilities.

- Operating effectively in multiple delivery modes, including within the digital, face to face, self-paced and blended learning environments, ensuring required resources have been identified and are available to support delivery.
- Identifying the individual needs of students through formal and informal processes, including pre-assessments, interviews and observations.
- Maintaining current, accurate training and assessment data in the learning management system.
- Where applicable, exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements as mandated by Statutory office holders including the Secretary and Head of State Service. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position.
- Comply at all times with policy and protocol requirements, including those relating to mandatory education, training and assessment.

## Pre-employment Conditions:

*It is the Employee's responsibility to notify an Employer of any new criminal convictions during the course of their employment with the Department.*

The Head of the State Service has determined that the person nominated for this job is to satisfy a pre-employment check before taking up the appointment, on promotion or transfer. The following checks are to be conducted:

1. Conviction checks in the following areas:
  - a. crimes of violence
  - b. sex related offences
  - c. serious drug offences
  - d. crimes involving dishonesty
2. Identification check
3. Disciplinary action in previous employment check.

## Selection Criteria:

1. Demonstrated high level knowledge and understanding of the current workforce issues impacting on Health Services in Tasmania, with particular knowledge of National Mental Health Workforce Standards and National Vocational and Education Standards RTO's.
2. Significant high-level leadership experience in a mental health setting and the vision to instil the principles and goals of state and national vocational education agendas.
3. Significant experience in teaching and educating at Certificate IV level.
4. Demonstrated capacity to develop, implement and evaluate strategic initiatives to address workforce development requirements.
5. Proven high level strategic, conceptual, analytical and creative skills with the ability to understand and make sound judgements about the political, social and organisational environment impacting on the Agency.

6. Highly developed interpersonal, communication, decision-making, conflict resolution and negotiation skills, together with the proven ability to deliver comprehensive oral and written reports.
7. Proven liaison and consultation experience and the ability to develop and maintain partnerships with a broad range of internal and external stakeholders to ensure the ongoing development of a sustainable, quality workforce.
8. Proven ability to work as part of a team, manage people and be adaptable and flexible in order to achieve results in an environment of change, ambiguity and pressure.

## Working Environment:

The Department of Health is committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality and safe health system. We value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

The Department seeks to provide an environment that supports safe work practices, diversity and respect, including with employment opportunities and ongoing learning and development. We value the diverse backgrounds, skills and contributions of all employees and treat each other and members of the community with respect. We do not tolerate discrimination, harassment or bullying in the workplace. All employees must uphold the *State Service Principles* and *Code of Conduct* which are found in the *State Service Act 2000*. The Department supports the [Consumer and Community Engagement Principles](#).