



POSITION DESCRIPTION

Communities of hope, joy and wonder where all are welcome.

Registered Training Organisation (RTO) Manager

Position Level	Grade 6 - 7
Salary Range	\$ 112,107 to \$ 149,474 (based on skills and experience)
Reports To	Education Lead
Location	Catholic Education Office – Manuka ACT
Employment Type	Full-Time
Employment Status	Fixed-Term
Hours Per Fortnight	76

Who Are We?

Catholic Education, Canberra & Goulburn (CE) plays an integral role in education both in the ACT and NSW, covering 88,000 square kilometres covering the whole of the ACT and extending from Pambula on the south coast, to Crookwell in the North, through to the western point of Lake Cargelligo. Operating 56 Schools and 8 Early Learning Centres, CE is key to the education of over 21,000 students within the Diocese and employing over 2,100 professionals. At CE, our people are the engine that drives our system forward.

Our Vision

Jesus Christ, our greatest teacher, calls us to share and witness to our Catholic Faith and Tradition, build inclusive communities and deliver contemporary quality learning opportunities for every person.

Position Purpose	<p>The RTO Manager will manage the CECG NSW Registered Training Organisation, ensuring compliance with both NESA requirements and ASQA Standards. The RTO comprises of four Colleges in regional NSW. The RTO Manager will also work to support the four independent CECG ACT RTOs.</p> <p>The successful applicant will be able to relate effectively to all stakeholders and provide passionate leadership, ensuring high quality delivery of Vocational Education in Schools.</p>
Position Duties	<ul style="list-style-type: none">• Manage the day to day operations of the RTO.• Provide accurate and timely information and advice across all areas of operations in both NSW and ACT.• Work closely with school staff ensuring compliance with both NESA requirements and ASQA Standards• Provide support documents to stakeholders and maintain version control.• Manage NSW Education Standards Authority (NESA)'s RTOs Online• Provide professional development opportunities as required across the ACT and NSW.

	<ul style="list-style-type: none"> • Manage changes to Scope and upgrades to teacher qualifications. • Organise and manage the submission of data required for compliance with both NESA and ASQA. • Manage external and internal audits.
Skills, Attributes and Experience	<ul style="list-style-type: none"> • Demonstrated commitment to the mission of the Catholic Church and the ability to give witness to the mission • Significant experience in the delivery of vocational education in schools • Experience in the provision of quality professional development • A self-starter who can work independently and under pressure • Highly developed interpersonal skills with a capacity to build a collaborative and cohesive team • Strong attention to detail with proficient ICT, time management and organisation skills • Scrupulous with regard to confidentiality <p>Selection Criteria</p> <ul style="list-style-type: none"> • Comprehensive knowledge of the NESA Course structures and requirements for quality delivery of VET in Stages 5 & 6 • Broad teaching and leadership experience in NSW secondary education • Up to date knowledge of and demonstrated ability to ensure compliance with the national standards relating to the operation of Registered Training Organisations • Highly developed interpersonal, negotiation, communication and presentation skills • Highly developed organisational skills and the ability to manage complex projects
Qualifications	<ul style="list-style-type: none"> • Current driver's licence • Qualifications and experience relevant to the position

Application Requirements

All applications must be submitted online via the online recruitment system. You can apply using the 'Apply Now' button found in the job advertisement. Your application must include a resume and cover letter (separate documents) outlining your suitability for the position based on the requirements set out in the position description. E.g. why would you be the best person for the position?

Working with Children

In the course of your employment, you will have direct contact with children, and it is, therefore, child-related work in accordance with:

- a) in the ACT, Working with Vulnerable People (WWVP) (Background Checking) Act 2011; and/or
- b) in NSW, Child Protection (Working with Children Check) (WWCC) Act 2012.

Employment with CE is conditional upon successful applicants having or obtaining a valid and current working with children registration, appropriate to the state and/or territory in which they will work. NSW and ACT require different working with children registrations.

Religious Education

All CE staff are required to attend religious accreditation designed to acquaint you with the vision and mission of Catholic Education. For more information regarding religious education - [Click here](#)

Employment Information Collection Notice CE's Privacy Policy - [Click here](#)

Application Enquires: CE Recruitment Team

Phone: 02 5133 5563 | Email: recruitment@cg.catholic.edu.au