

POSITION DESCRIPTION

General Manager

INDIAN OCEAN GROUP TRAINING ASSOCIATION

Job Title:	GENERAL MANAGER
Department:	IOGTA MANAGEMENT COMMITTEE
Classification:	Not Applicable
Employment Basis:	Full-time, 38 hrs per week

1. POSITION OBJECTIVES

Accountable to the IOGTA Management Committee, the IOGTA General Manager is primarily responsible to oversee the effective and efficient operation of Indian Ocean Group Training Association and that the Association meets with legislative, regulatory and its contractual obligation. The General Manager is also responsible for ensuring that the Association operates in accordance with its Constitution, overseeing the implementation of policies/objectives as directed by the IOGTA Management Committee and the financial integrity of the Association's Operations.

The objects of the Association are:

- 1.1 To employ and indenture apprentices and trainees to itself and lease such apprentices/trainees to various participating employers for varying periods.
- 1.2 To administer a Group apprenticeship/traineeship scheme in relation to such apprentices/trainees and employers.
- 1.3 To encourage, promote and undertake the training of apprentices/trainees on Christmas Island and the Cocos (Keeling) Islands.
- 1.4 To assist with and give advice on the training of apprentices, trainees and other residents of Christmas Island and the Cocos (Keeling) Islands.
- 1.5 To encourage lawful activities in relation to the employment and training of apprentices/trainees on Christmas Island and the Cocos (Keeling) Islands as the Management Committee may from time to time determine.
- 1.6 To participate in any other recognised employment training program as the Management Committee may determine from time to time.
- 1.7 To participate in other activities that promote employment, economic and community development on Christmas Island and the Cocos (Keeling) Islands as the Management Committee may determine from time to time.

The Constitution of the Association requires that a specialist manager is employed to assist the Association in meeting its objectives. The General Manager is this person, who is also required to act as the Secretary/Treasurer and Executive Officer of the Association under the direction of the Board.

The central objectives of the position are:

- 1.8 To ensure the compliance and accountability of the Association in terms of the Associations and Incorporations Act (WA) (CI).

- 1.9 Ensure organisational adherence to employment law and National Group Training and Australian Quality Training Framework standards.
- 1.10 To act as the principal officer in giving advice to the Board and in the execution of Board decisions.
- 1.11 To manage, develop and coordinate the human, physical and financial assets of the Association in accordance with the strategies, policies and decision of the Board.
- 1.12 To effect the day to day management of the Association's functions, in conjunction with those authorities delegated by the Board.
- 1.13 To exhibit leadership and vision in the formation of the strategies and objectives of the Association and give direction to the execution of actions established to meet such objectives and strategies.
- 1.14 To work and liaise with the community, and all levels of Government, on issues of social and economic development of the Indian Ocean Territories.

2. POSITION DUTIES

Specific duties of the General Manager are:

Work with the Board

- 2.1 To establish and maintain effective working relationships with the Chairperson and Board members.
- 2.2 To ensure all relevant information affecting the operations and affairs of the Association is communicated to the Chairperson and Board members.
- 2.3 To assist members in developing their capacity to make effective decisions and in the enhancement of their individual and corporate competencies.
- 2.4 To assist in the development and implementation of the Association's Strategic Plan.
- 2.5 To attend all Board meetings and committee meetings as required; ensure Committee and Council agendas and minutes are prepared in a timely manner, and all matters arising actioned promptly.
- 2.6 To represent the Board at Hearings, Inquiries, Commissions or Government Committees as required or otherwise directed by the Board.
- 2.7 Identify, develop, document and seek approval for the dissemination and implementation of new policies and procedures for IOGTA.
- 2.8 Carry out other duties as directed by the management Committee of IOGTA.

Manage Association staff

- 2.9 To lead the CKI and CI teams in goal setting, program formulation, planning, performance review and corporate communication.
- 2.10 To ensure that Managers and staff operate effectively and corporately in the management of resources, communications, systems, budgets and assets.
- 2.11 To determine, organise and motivate the Association's workforce to achieve the Board's strategies and objectives.
- 2.12 To ensure that all employees understand and adhere to the objectives and policies of the Association.

- 2.13 To apply such measures as necessary in ensuring the performance of staff, inclusive of incentives, appraisals and other appropriate action, consistent with the authorities attracting to this position.
- 2.14 To ensure staff have access to appropriate training, career and skills development to meet the Association's requirements.

Manage Association Resources

- 2.15 To develop and maintain a positive corporate image for the Association through the quality of service provided and manner of service delivery.
- 2.16 To direct the role of the Association toward policy setting and the establishment and maintenance of adequate resources and corporate accountability.
- 2.17 To oversee the preparation and implementation of the Association's annual budget.
- 2.18 To maintain, attract and develop adequate funding resources and funding arrangements to ensure delivery of appropriate services to the Community, and oversee the management of same.
- 2.19 To oversee the negotiation and transaction of all dealings in respect of loans, real property and other assets consistent with the authorities attaching to the position.
- 2.19 Initiate the development of new products and services in response to identified market opportunities and, in consultation with the Management Committee, allocate resources to achieve success of new initiatives.

Work with the Community

- 2.20 To interface effectively with community groups and to respond to submissions and representations as and when required.
- 2.21 To establish and maintain effective relationships with relevant Government Departments and agencies with a view to securing beneficial outcomes for the community.
- 2.22 To establish and oversee programs for the benefit of the community.
- 2.23 To represent the Association when required at community functions, forums and organisations.

Operational Duties

- 2.24 Effectively forecast, budget/cost, plan, schedule, market, promote and oversee the coordination/organisation and delivery of the RTO and GTO services in accordance with contractual requirements, AQTF 2010 Essential Conditions and Standards for Continuing Registration, the National Standards for Group Training Organisations, IOGTA's policies and procedures and all relevant legislation. This includes OH&S legislation and EEO policy and legislation.
- 2.25 Ensure that strategies for training and assessment meet the requirements of the relevant training packages or accredited courses and are developed in consultation with industry stakeholders.
- 2.26 Ensure that all clients who enrol in courses or enter into a contract with IOGTA for training and assessment are informed about the training and assessment and support services to be provided, their rights and obligations and IOGTA's policies and procedures.
- 2.27 Recommend and apply for extension to IOGTA's training delivery scope and engage in the formation of partnership arrangements where necessary in order to effectively provide the RTO and GTO services, in accordance with the needs of the Indian Ocean Territories (IOTs).

- 2.28 Ensure that records as a result of RTO and GTO services are maintained in compliance with the AQTF 2010 Essential Conditions and Standards for Continuing Registration, the National Standards for Group Training Organisations and IOGTA's policies and procedures
- 2.29 Identify and ensure that up to date and suitable training resources are used for all courses and that IOGTA has the required equipment and sufficiently qualified and experienced trainers (according to the AQTF) for conducting training and assessment.
- 2.30 Ensure that IOGTA has the necessary materials, equipment and suitably qualified staff to enable the efficient and effective management of the GTO services.
- 2.31 Prepare partnership arrangements with other RTOs that are providing training and assessment on behalf of IOGTA and monitor the training and assessment services provided by partner RTOs to ensure that they comply with all aspects of the AQTF 2010 Essential Conditions and Standards for Continuing Registration.

Selection Criteria

Essential:

1. Previous experience at the General Manager level at an ASQA or TACWA regulated organisation.
2. Demonstrated knowledge and understanding of the Australian Skills Quality Authority, training packaging requirements, AVETMISS and experience with government funded programs.
3. Knowledge of State & Federal Training funding.
4. Demonstrated successful experience in managing and leading especially a small team of professionals to effectively forecast, budget/cost, plan, schedule, market, promote and oversee the coordination/organisation and delivery of the RTO and GTO services.
5. Experience in business development and grant, tender or proposal writing.
6. Demonstrated high level interpersonal, negotiation and communications with the ability to interact with people of diverse backgrounds, all levels of staff, employee representatives, union officials, legal practitioners and other stakeholders.
7. Ability to maintain composure, balance workload and conflicting priorities and effectively handle difficult situations.
8. Demonstrated, high level effective experience in providing Board support and administration, or experience which clearly demonstrates the ability to provide high level, effective Board support and administration.
9. Demonstrated organisational, project management and administrative skills including the ability to prioritise tasks and meet deadlines.
10. Ability to establish and maintain effective relationships with relevant Government Departments and agencies with a view to securing beneficial outcomes for the community.

Desirable

1. Experience working in a remote location
2. Experience working with a diverse range of people from non-English speaking backgrounds
3. Experience in managing teams over several locations
4. Tertiary qualifications in Business, Social Development or relevant fields

Eligibility for Employment

- Be an Australian Citizen
- Hold a clean Australian National Police Clearance of no more than 3 months old
- Hold a recent Working with Children Screening Check Clearance.

Authorised by
Board Member:
Date:
Board Member:
Date:

Acknowledged by
General Manager:
Commencement Date:
Signed:
Date:

PROCEDURE APPROVED BY:
DATE OF APPROVAL:
REVISION DATE: