

RTO MANAGER

Full Time

BUNBURY WA

About us:

ATC Work Smart is a well-established Registered Training Organisation that provides nationally accredited and non-accredited courses from the Great Southern to the Perth metro areas.

Due to continued growth, we have an exciting opportunity for an experienced and dedicated RTO Manager to join our superstar RTO team in Bunbury. This particular role will provide operational leadership to the RTO team to ensure the RTO's delivery of training products complies with the standards for RTO's, meets the needs of industry and consistently achieves successful student outcomes. The RTO Manager will report to the Business Manager and will contribute to the development, implementation and evaluation of the RTO's division's performance against the strategic and operational goals. The position is available in January and offered on a full time basis.

Key responsibilities

- Direct supervision of the RTO team including administration and trainer roles
- Ensure a high standard of service delivery to students/trainees by providing detailed program information, efficient enrolment procedures, quality monitoring and support
- Review and continually improve the RTO activities, programs and service delivery, ensuring that it remains current and underpins effective operations and high levels of quality and service
- Professional knowledge of the current RTO standards and experience working with the VET regulator (TAC) and the WA Department of Training and Workforce Development
- Act as a role model, supporting a positive and inclusive work environment which values and rewards high level of integrity, respect, care, engagement and performance;
- Conduct regular performance assessments and provide constructive feedback for professional development
- Lead sales, track new markets and emerging trends, recommend new products and services, develop new strategic partnerships

About you:

- Certificate IV in Training and Assessment or higher
- Extensive knowledge of and experience in RTO operational management
- Experience and knowledge of funding in Western Australia
- Experience managing multi-disciplinary teams and demonstrating effective leadership
- Demonstrated ability to build, track and deliver growth strategies and plans

- Demonstrated ability to analyse and evaluate information to problem solve and achieve results
- Ability to be hands on in the detail
- Ability to develop positive stakeholder relationships using effective written and verbal communication skills
- Advanced people and mentoring skills with the ability to develop staff capability
- Proficient in Microsoft Office and an ability to learn new systems quickly
- The ability to obtain a Working with Children Card
- A current 'C' class motor vehicle drivers licence

Highly desirable:

- Formal studies, including relevant tertiary qualifications
- A comprehensive understanding of VET legislation, standards, and
- Experience using student management systems

What we can offer you:

- A competitive annual salary
- Vehicle, laptop and phone
- A supportive and purpose driven culture
- Flexible hours and work life balance
- An environment that values people and celebrates achievement
- Employee benefit program

What happens next?

So, it's over to you. If you would like to join our team, please apply by sending a cover letter addressing the above criteria and resume to reception@atcworksmart.com.au. A position description is also available on request by emailing reception@atcworksmart.com.au.

If you'd like to have a confidential conversation on this role, contact Jane Lawson on 0424 609 385 or jane@atcworksmart.com.au

Only successful applicants will be contacted for an interview

All enquiries and applications will be handled in strict confidence.

ATC Work Smart is an Equal Opportunity Employer and is committed to building a workplace culture that values diversity and inclusion ATC Work Smart is an Equal Opportunity Employer and is committed to building a workplace culture that values diversity and inclusion

To be eligible for an apprenticeship or traineeship you must be an Australian Citizen or Permanent Resident