



THE MYUMA GROUP

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Position Description

SF-03-005

Ver. 01: 29/11/2013

Employee Name:

Position Title: Training Manager
Location: Camooweal / Mount Isa
Unit: Training
Employment Status: Full-time permanent
Award: Labour Market Assistance Industry Award 2010
Level: Manager Grade 2

About the Myuma Group

The Myuma Group is a group of non-profit corporations owned by the Indjalandji-Dhidhanu People – the traditional Aboriginal landowners of the upper Georgina River region in far north-west Queensland.

Our Vision:

The Myuma Group's vision is to sustain people and country through Aboriginal enterprise

Our Core Values:

- Leadership** We are led by strong traditional owners with a united approach to the future. However, every member of our team is a leader. We encourage all our people to step up to their role as leaders in all aspects of their lives.
- Respect** Respect for country and Aboriginal law is our foundation. Respect for ourselves and for each other is also central to us. Our people bring many skills and diverse backgrounds and we are enriched by their contributions. We know that everyone has something of value to offer and our job is to provide that right environment to allow individuals to flourish.
- Sustainability** The health of our country and our enterprises is vital to our success. We use our resources in the most efficient way, sustaining our country, business and the life of our people.
- Collaboration** We achieve our goals by working together with integrity. We reach outside of ourselves to collaborate with others, to bring new opportunities for our people to grow and prosper.
- Creativity** The initiative and creativity that is shown by our traditional owner inspires us to develop our enterprises in innovative ways.

Purpose of the Position

To manage the day-to-day functioning of the Myuma Group's Training Unit, organising and leading the Training Team, with a focus on workforce development, and on developing and delivering quality vocational education and training programs (including nationally accredited training programs as well as non-accredited training services) to achieve reputable outcomes, in a flexible, innovative and culturally appropriate way.

Reporting Relationships

This position reports to the Myuma Group General Manager, in accordance with the following reporting framework:



Key Responsibilities

General:

- Manage and lead the day-to-day operations of the Training Unit so as to ensure that the Unit's activities meet all relevant existing and future financial and other performance targets.
- Actively manage and contribute to the Training Team's performance by leading, training and supporting team members, monitoring and assessing team member performance, participating in team meetings, and providing feedback to team members and Myuma Group management.
- Prepare and submit proposals, funding applications and/or tenders for the delivery of training projects to relevant funding bodies/project partners, in order to maintain and, where appropriate, increase the flow of funding/in-kind support to training projects.
- Plan, deliver and report on all Myuma Group training programs in accordance with applicable requirements, including funding body/partner specifications and Australian Quality Training Framework (AQTF) standards and conditions.
- Ensure that training programs are administered in accordance with current company procedures and regulatory requirements, including by ensuring that the delivery of accredited training is adequately supported by evidence (such as records of enrolment, attendance, delivery, outcomes) that is captured in appropriate statistical summary and other reports.
- Manage the development and continuous improvement of learning resources, teaching methodologies, assessment materials and Unit-specific systems and procedures, to support the effective delivery of all Training Unit activities.

Strategic Management and Business Development:

- Successfully identify and implement strategies and initiatives which increase the scale, Myuma's number, range and/or value of training services and products delivered by the Training Unit to external clients and to internal staff/contractors, in a manner consistent with the Myuma Group's vision.
- Work with the Myuma Group's Executive Team to develop viable new training program delivery models that are responsive to business opportunities such as the National Disability Insurance Scheme (NDIS) and others presented in the health, disability, child care and social service sectors.
- Work closely and constructively with the Myuma Group's Executive and Managerial Teams, to manage stakeholder relations in the context of strategies and initiatives which are being pursued to support and enhance business operations in Myuma Group business units.
- Work collaboratively with other Myuma Group Managers to ensure that an integrated approach is taken towards strategic planning and the implementation of strategic plans across the breadth of operations within the Myuma Group.
- Develop and strengthen community partnerships and involvement.

Client and Stakeholder Liaison:

- Strengthen and expand existing partnerships and other networks of support with stakeholders who contribute to the success of the Myuma Group's training projects, including Aboriginal community members and organisations, government and nongovernment agencies.
- Work effectively with industry representatives to broker opportunities for employment placements for graduates of the Myuma Group's training programs and other forms of productive collaboration between industry and the Myuma Group.
- Cultivate, maintain and manage relationships with employment service providers and other providers of government-funded training/employment assistance programs, whose strategies align with Myuma's vision and needs.
- Work closely with the Myuma Group's Executive Team to manage effectively relationships between the Myuma Group and university-based researchers.

Projects and Budgets:

- Negotiate funding and support arrangements and conditions with funding/partner bodies that are appropriate, workable and will support viable project delivery.
- In conjunction with the General Manager and Finance Manager, develop, maintain and regularly analyse and review Training Unit budgets.
- Effectively monitor the Training Unit's financial performance, to ensure that training programs are financially viable, and that all Unit activities are delivered within budget.
- Maintain, monitor and enhance (as required) systems and procedures that will ensure that training projects are planned and delivered according to schedule, within budget, to applicable specifications and quality standards, and in compliance with all other contractual and regulatory requirements.

Compliance:

- Effectively manage the Training Unit's performance to ensure compliance with all applicable contractual, regulatory and best-practice industry standards, including relevant Australian Quality Training Framework (AQTF) standards.
- Ensure that all training projects are planned and conducted in accordance with current Myuma Group integrated management system requirements.
- Contribute towards the continuous improvement of all Training Unit processes and systems by initiating and implementing improvements in project performance, and fostering a culture and systems that encourage resourcefulness and innovation.

Required Capabilities (Selection Criteria)

Professional Qualifications and Experience:

- Bachelor's degree in business management or similar discipline
- Certificate IV in Training and Assessment
- Minimum 5 years' experience in management role or equivalent, including experience of managing audit and compliance processes associated with VET delivery
- Demonstrated experience in the design and development of delivery and assessment resources for accredited training programs
- Demonstrated experience in design and delivery of training programs, including experience in:
 - developing and managing training program budgets
 - negotiating and managing training program funding arrangements
 - scheduling training delivery
 - administering training program delivery, including reporting and maintenance of program records
- Proven track record in identifying new training business opportunities, and in successfully developing and implementing new business models for training delivery.

Other Skills and Attributes:

- Excellent interpersonal, consultative, written and oral communication skills
- Strong leadership skills to motivate and grow a high-performance team
- Demonstrated ability to develop and maintain effective working relationships with internal and external stakeholders
- Ability to communicate with Indigenous Australians, informed by an appreciation and understanding of Indigenous culture
- Advanced-level skills in use of Microsoft Office applications, including Excel, Outlook and Word.

Expected Behaviours

To succeed in this position, you will possess demonstrated capabilities to align with the Myuma Group's organisational vision, values and working culture, as follows:

Our Vision and Values "Myuma" means "do good" in the language of the Indjalandji-Dhidhanu people. In all of our operations we adopt values that allow us to respect our traditions, advance our people and care for our country.	<ul style="list-style-type: none">• Acts in a manner consistent with the Myuma Group's Vision, Values and Working Culture• Acts on Myuma Values even when this is hard to do• Acts on Myuma Values even when significant cost or risk is associated with doing so• Creates an environment that nurtures integrity in others and the achievement of Myuma Group's Vision, Values and Working Culture
Leadership We are led by strong traditional owners with a united approach to the future. However, every member of our team is a leader. We encourage all of our people to step up to their role as leaders in all aspects of their lives	<ul style="list-style-type: none">• Provides clarity of purpose to employees which enables the team to function effectively• Engages and empowers the team• Encourages employees to participate in job planning• Develops strong succession plans for employees

<p>Respect</p> <p>Respect for country and Aboriginal law is our foundation. Respect for ourselves and for each other is also central to us. Our people bring many skills from diverse backgrounds and we are enriched by their contributions. We know that everyone has something of value to offer and our job is to provide that right environment to all individuals to flourish.</p>	<ul style="list-style-type: none"> • Treats employees fairly, objectively and so as to ensure freedom from discrimination, harassment and bullying • Shows respect for clients and employees by dealing with them fairly and courteously and by respecting their rights as employees and members of our community • Respectful of relationships in the workplace (up, down and across the organisation) • Ensures that employees have the freedom to make mistakes as part of a learning process rather than being blamed • Promotes good manners between colleagues (eg, common courtesy including saying 'hello' to colleagues)
<p>Sustainability</p> <p>The health of our country and enterprises is vital to our success. We use our resources in the most efficient way, sustaining our country, business and life of our people</p>	<ul style="list-style-type: none"> • Understands the importance of the commercial success of the Myuma Group • Understands the local area and actively seeks local business opportunities • Promotes opportunities for local people (eg, local employment, local Indigenous contracting opportunities) • Creates new commercial opportunities for the Myuma Group
<p>Collaboration</p> <p>We achieve our goals by working together with integrity. We reach outside of ourselves to collaborate with others, to bring new opportunities for our people to grow and prosper</p>	<ul style="list-style-type: none"> • Seeks guidance from other members of our organisation on ways to grow our businesses • Becomes a member of professional, business and/or community organisations, to understand the business opportunities in the area • Understands and become a part of our community
<p>Creativity</p> <p>The Initiative and creativity that is shown by our traditional owners inspires us to develop our enterprises in innovative ways.</p>	<ul style="list-style-type: none"> • Communicates a compelling vision and sense of purpose • Displays a level of divergent thinking (the ability to come up with many solutions) • Sets monthly goals for employees and mentors them to work towards those goals

Agreement

I have reviewed and understand this Position Description and believe it to be accurate and complete.

I understand that my duties may be varied from time to time to allow my employer to respond to changing operational and business needs.

I will follow and adhere to this Position Description to the best of my ability, and in so doing will carry out all lawful directions given to me by my employer.

Employee Signature:

Date:

Manager/HR Signature:

Date: