



Position Title	Skills Manager – Light Vehicle/ Paint and Panel
Location	This role requires you to work at the MTA's Royal Park site and/or MTA sites across South Australia to meet business requirements. You may also be required to work at member sites, host sites and other external sites.
Reports To (Position Title)	GM Skills Development
Financial Accountability (Expense Budget and/or revenue)	Manages Income and expense budgets for area
Management Responsibility (No of employees managed/supervised)	Trainers – Light 6 plus 1 parts Trainers 1 Upskill (EV) Trainers – 1 schools Trainers – 4 Paint and Panel (This may vary)
Special Conditions	Some out of hours work may be required

Position Responsibilities

Purpose of the Position	<p>The Skills Manager is responsible for the profitable running of the Light Vehicle apprenticeships, Paint and Panel Apprenticeships, Schools Certificate 2 and Light Vehicle upskill courses through leadership, management and identifying growth opportunities. Key areas of responsibility include:-</p> <ul style="list-style-type: none"> • Staff (Trainers) • Scheduling (With Customer Service) • Training Aids • Compliance Including Work Health and Safety • Budgets / reporting income and expense
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	<ul style="list-style-type: none"> • New Business / courses
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Responsibility (1)		15%
Purpose of the Activity	Growth of revenue, customer (student) satisfaction and satisfaction of industry demand for an appropriately skilled workforce	
Example	<ul style="list-style-type: none"> • Identification and preparation of business cases for implementation of growth opportunities • Identification and implementation of expense (Efficiency) opportunities. • Development of annual strategic plan for the related business units in line with the corporate plan together with Management • Budgeting and expense management for business units • Involvement on RTO Management team to integrated and agree RTO sustainable growth. • Sits on relevant national and local industry groups • Regular visits top 20 clients for relationship building 	
Primary Responsibility (2)	Leadership and Management of Trainers and training operations in the Light Vehicle, Schools, Light Vehicle Upskill area in line with regulations and to the MTA strategic plan	35%
Purpose of Activity	To be the best automotive skills provider in SA through having knowledgeable and engaging trainers	
Example	<ul style="list-style-type: none"> • Recruitment of trainers • Induction plans of trainers and 6 month reviews • Job descriptions of trainers • Setting of P and D plans including KPI's that work to strategic plan of trainers. • Trainer counselling and PIP programs • Trainer scheduling • Ongoing learning and development of trainers including the latest up to date industry training / trainer skills matrix (gap training in 	

	<p>delivery)</p> <ul style="list-style-type: none"> • Review and action weekly student / trainer reporting • Ensure unit student assessments are completed • Keeping of the continuous improvement register for Trainers under management (in consultation with compliance) • Ensures Training facilities comply to WHS and are equipped to deliver units • Day to day trainer / training issues including dealing with trainer absence. 	
Responsibility (3)	Ensure compliance is met by all trainers in a consistent and engaging delivery across both content and delivery method	10%
Purpose of Activity	To ensure ongoing business training registration	
Example	<ul style="list-style-type: none"> • Consults trainers and in conjunction with Compliance is responsible for the develop of course materials including:- session plans / workbooks – 3rd party resources / knowledge checks / direct observations / knowledge assessment • Provides trainer feedback on how to improve units to management / compliance team • Ensures trainers are correctly undertaking and gathering compliance requirements in Campus through undertaking ongoing trainer spot checks. • Ensures WHS is adhered to across the site (in conjunction with Skills Manager Heavy / regional). All issues are immediately reported and actioned 	
Responsibility (4)	Ensure required training aids are relevant plentiful, and in good working condition	10%
Purpose of Activity	Deliver quality engaging training in line with requirements and ensure completion of unit on site.	
Example	<ul style="list-style-type: none"> • Source, build, repair required training aids in conjunction with trainers • Manages train the trainers on training aids • Develops standard operating procedures and ensures ongoing implementation 	

Responsibility (5)	Vetro – Training delivery in schools in line with contractual arrangements	10%
Purpose of Activity	<ul style="list-style-type: none"> Manages the delivery of engaging and compliant cert 2 training into schools that encourages students to proceed into cert 3 automotive training 	
Example	<ul style="list-style-type: none"> Manages Schools trainer Engages with schools to develop relationship further (in conjunction with customer manager) Works with Skills Manager Heavy Vehicle and Machinery regarding regional school delivery Works with GTO school pathways coordinator Maintains school register with appropriate information Designs schools competitions” Involved in school pathways meetings Attends Expos and school events 	
Responsibility (6)	Upskill course development and delivery	10%
Purpose of Activity	Build new revenue stream s– satisfy industry demand	
Example	<ul style="list-style-type: none"> Schedule of upskill courses Identification of new courses Ensure multiple trainer ability to deliver Consults with industry / OEM”s regarding course delivery to their staff Ensures MTA have capability –training aids etc. 	
Responsibility (7)	Development and review of the yearly class schedule (In conjunction with Customer service) to ensure efficiency of training resources	5%
Purpose of Activity	Efficient class schedule that is based on customer service (students, hosts, industry) that achieves CA benchmarks based on the blended model of delivery.	
Example	<ul style="list-style-type: none"> Yearly schedule planning with customer service and overall management. Monthly schedule review and communication to trainers in advance Prior week review of schedule to ensure maximum achievement, student attendance 	

	and trainer capacity. Ensure trainer ability to train unit (skills matrix)	
Responsibility (8)	<ul style="list-style-type: none"> • Reporting and Budgets 	5%
Purpose of Activity	<ul style="list-style-type: none"> • Monitoring of business /reporting to senior management / undertaking rectification processes 	
Examples	<ul style="list-style-type: none"> • Prepares and monitors yearly capital expense budget for training aids • Prepares and monitors consumables budget • Prepares monthly average class size report by trainer • Monitors CA completions in line with income budget and plans rectifications • Provides monthly board report 	
Responsibility (9)	<ul style="list-style-type: none"> • In class delivery (relief training) (ad hoc) 	Ad hoc
Purpose of activity	<ul style="list-style-type: none"> • Maintain connection with students and delivery together with allowing "non contact" time for other trainers 	
Examples	<ul style="list-style-type: none"> • Ability to teach across units • Schedules at least 1 day a month undertaking classes 	

Essential Knowledge, Skill and Experience Requirements

Knowledge

- Trade Qualification to, at a minimum, the level being trained and assessed, updated to current qualification.
- Certificate IV in Training and Assessment (TAE40116).
- Demonstrated in-depth knowledge of the vocational education sector (VET) and related regulatory and legislative requirements.
- Keeps up to date with industry news, trends and initiatives
- Demonstrated working knowledge of Training & Assessment related legislation, standards and compliance and in particular those relating to:
 - Australian Skills Quality Authority (ASQA),
 - Australian Quality Framework (AQF),
 - Department of Innovation and Skills (DIS),
 - Vocational Education & Training (VET).
 - Work Health and Safety

- Demonstrated working knowledge of the principles of adult learning and barriers faced by people of diverse target groups such as mature aged, youth, disabled, women, returning to workforce etc.
- Demonstrable understanding and knowledge of Child Safe Environment principles and Legislation.
- Must be willing to commit to continuous professional development in the areas of:
 - Compliance with regulatory bodies;
 - Childsafe Environments

Skills and Attributes

- High level interpersonal skills, in particular in leading, managing and developing people.
- High levels of commercial acumen – budgets, expenses and general financial management
- High level Safety and stand operating procedure acumen.
- True leadership skills backed by accountable approach
- The ability to proactively and positively lead a team.
- Models best practices in the delivery of training and assessment.
- Professional manner in dealing with trainers and stakeholders and in particular in the delivery of directives and instructions.
- Ability to interpret, clarify and communicate information at all levels.
- Ability to manage diverse workloads and timeframes.
- Demonstrated ability to manage resources.
- Ability to develop and / or use of e-learning tools.
- Capacity to work within a team environment as a member of that team and, when required, to work autonomously.
- Capacity to work within an outcome focused environment.
- Mature outlook and a positive attitude.
- Financial skills

Personal alignment with MTA Values

Teamwork: Working together, empowering and supporting one another to achieve our

common goals

Achievement: We do our best to exceed expectations, striving for innovation in our delivery of relevant and valued services

Accountability: We take ownership of all that we do, each taking responsibility for our part in delivering high quality services

Respect: We understand, acknowledge and appreciate the needs, opinions and values of everyone by embracing the diversity we have within our organisation.

Excellence: We strive to do and be the best in all that we do everyday.

Computer Software

- Intermediate level IT skills in Microsoft Office Suite, Outlook, internet.
- Experience with student or learner management systems – Campus

Technical Skills and Licences

- Licences appropriate to qualification.
- Drivers Licence.
- Forklift Licence.
- Automotive Technology (speciality depending on stream).
- Working with Children Check and National Criminal History Check.

Experience

- Large scale people management / leadership experience
- Financial / reporting experience
- Extensive Automotive industry experience (field and or training)
- Current Automotive vocational and industry experience.
- Understanding of compliance requirements

Frequent Contacts

Internal Contacts Includes organisational managers and employees.	All MTA Staff
External Contacts Includes customers, members,	Industry, hosts, schools

suppliers, Government bodies, industry groups, competitors	
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