

MEGT RECRUITMENT AND MANAGEMENT SERVICES



Onsite Training & Development Manager

Objectives of the Division:

The Recruitment and Management Services Division:

- assists in the development of a highly skilled nation by providing education and training to Australian Apprentices
- sources employment opportunities for the benefit of the community, employers and individuals, including equity groups
- provides host employers with quality Australian Apprentices (inclusive of Apprentices and trainees) to support their business
- provides a place of employment that is positive, rewarding, goal oriented and that recognises the achievements of both the individual and of the team.

Objectives of the Position:

The Onsite Training & Development Manager is responsible for co-ordination of Apprentice training, development, mentoring and safety.

The role has a strong focus on meeting the contract KPIs around the training and development of Apprentices with a particular focus on safety and improved training outcomes. In conjunction with the Contract Manager the Onsite Training & Development Manager is responsible for coordinating the risk management process and implementation of control measures with a focus on zero harm.

Relationships:

- reporting to the RMS Manager SA
- relationships with all relevant internal and external managers and stakeholders
- liaises with Apprentices and host employers

Dimension:

Division: RMS

Employees directly supervised: 1

Agreed outcomes: as per Key Performance Indicators

Selection Criteria:

- high level organisational and administrative skills
- demonstrated experience in managing contract KPIs
- Certificate IV in TAE (40110)
- demonstrated experience in workplace training delivery, assessment and reporting
- high level of competence with Microsoft Suite
- industry trade or resources sector experience
- comprehensive understanding of WHS and risk management
- ability to engage with key stakeholders including host employers
- current driver licence.

Qualifications, Skills and Attributes:

- Certificate IV in TAE (40110)
- evidence of five (5) years current or recent industry experience in the trade/resources industry
- minimum of three (3) years of VET training and experience managing course delivery
- excellent interpersonal skills and communication skills with ability to communicate at all levels

Duties and Responsibilities:

(Note: The incumbent can expect to be allocated duties not specifically mentioned in this document, but within the capacity, qualifications and experience normally expected from persons occupying positions at this level.)

In the role, you will be required to:

- Actively participate with the Registered Training Organisation RTO in the development of the training plan based on competencies relevant to the qualification, the occupation and the host employer's workplace tailored to the individual Apprentices needs
- Monitor closely the Apprentice progress against the training plan to ensure RTO s are held accountable in relation to reporting and compliance
- Facilitate the integration of the training and employment experiences including assessing suitability of workplace rotations
- Deliver a high quality in-house training program to new Apprentices ensuring that quality outcomes are achieved (16 weeks)
- Conduct weekly Health Safety and Environment (HSEC) workshops to all on site Apprentices
- Abide by the National standards for Group Training Organisations, ensuring that a high quality service is delivered with due consideration of Apprentice and host employer needs
- Monitors Apprentice performance by conducting host supervisor/Apprentice appraisals, maintaining records of Registered Training Organisation results, to ensure that there is successful completion and overall a quality training experience being delivered
- Participate in the recruitment and selection of new Apprentices ensuring that benchmarks and pre-selection criteria is addressed to ensure a high quality of Apprentices are recruited
- Ensure that Apprentices are fully prepared for the host employer i.e. tooling, licences, specific area training and that internal training records are maintained with currency
- Ensure that Apprentice -Supervisor appraisals are being conducted in a timely manner and meet contracted and MEGT standards as per KPI reporting.
- Ensure that Apprentices strive to achieve performance and safety Key performance indicators (KPI) as reviewed each quarter
- Undertake worksite inspections to ensure Apprentices are working in a safe environment and that safety procedures are implemented, monitored and there are systems in place to ensure zero harm
- Maintain accurate reporting on all Apprentices with records of all contacts, training delivered, materials issued and assessments conducted.
- Identify opportunities within region to promote MEGT to other stakeholders and the various services that can be provided
- Communicate daily with MEGT onsite staff to develop and maintain an effective team environment.
- Ensure that MEGT meets all the performance indicators, standards and contractual requirements it is responsible to meet, and fully complies with all legislative and regulatory requirements in relation to the operation of the GTO in line with National standards for Group Training Organisations
- Work cooperatively and strategically across the MEGT Divisions to raise the profile of MEGT Recruitment & Management Services and implement successful and beneficial linkages within the region to provide MEGT clients with a 'one-stop-shop' service wherever possible
- Continually develop relationships in the region in order to best place MEGT Recruitment & Management Services to capitalise on any opportunity in the region

Key Performance Indicators:

1. Achieve performance indicators as stipulated by the contract owner (subject to change)
2. Compliance with Group Training National Standards
3. Compliance with the below contractual performance obligations

Health, Safety and Environment (HSE) Responsibilities:

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

Police Check:

This position is required to undertake a **National Police Check** and any **State/Territory Working with Children Check** (where applicable). The National Police Check must be renewed every 2 years from the date of the initial check as a minimum.

Diversity:

MEGT is committed to welcoming and maintaining a diverse workforce, which will help us attract and retain a team of talented people to better serve our clients and improve business results.