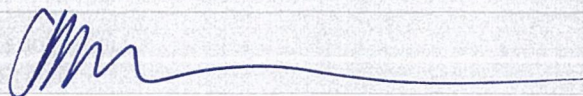


ROLE TITLE:	Principal Manager, APY TTC	DIVISION:	Partnership, Schools and Preschools
CLASSIFICATION:	MAS3	DIRECTORATE:	
POSITION NO:	104183	BUSINESS UNIT:	APY Trade Training Centre
DATE:	22/10/2020	FTE:	1.0
REPORTS TO:	Education Director, Flinders Park 1	ROLES REPORTING TO THIS ROLE:	
		<ul style="list-style-type: none"> • APY TTC Operations Coordinator • APY TTC Senior Project Officer • APY TTC Administrative Assistant 	

APPROVED BY DELEGATE



10/11/20

ROLE PURPOSE:

Anangu Pitjantjatjara Yankunytjatjara Trade Training Centre (APY TTC) is a purpose-built training facility, located at Umuwa, in the remote far north-west of South Australia. Umuwa is the centrally located administrative centre for the APY Lands and provides a destination for young Anangu that is central, on independent land, and provides training in dedicated weekly blocks of time. Students travel to Umuwa from their home community to undertake specific industry vocational training aimed at providing career insight, increased capability, and credit towards SACE. Accommodation at Umuwa for students attending the facility is provided through the APY TTC Student Accommodation (A 24 bed dedicated short stay facility that is accessed under school excursion conditions). APY TTC supports students' ongoing engagement, remaining at school and thus enabling them to attain their year 12 certificate (SACE) as well as commencing vocational studies while they are at school. APY TTC is operational for 48 weeks per calendar year, and is also available for weekend activity, however does not operate during the December – January school holiday period.

APY TTC provides up to Certificate 3 level training in the following industry areas; Automotive, Engineering, Construction, Horticulture, Commercial Cookery, and Early Childhood Education and Care, Hospitality (Front of House and Accommodation Services).

The Principal Manager, APY TTC provides leadership, management and oversight of critical programs, projects and activities of the APY TTC, including developing, implementing and evaluating strategic policy and operational policy that reflects Government, Department for Education and Pitjantjatjara Yankunytjatjara Education Committee (PYEC) directions.

The role facilitates and models a culture of excellence in trade training services, leading and managing a high performing team in the initiation, development, delivery and evaluation, of innovative vocational training strategy, plans, and services, and ensures the effective management and integration of significant financial and human resources.

The Principal Manager, APY TTC Training Centre works extensively and collaboratively with peak industry and employer associations, individual employers, registered training organisations (RTO's), unions and senior personnel in the local government, non-government and tertiary sectors and interstate systems. This role is required to consult and negotiate with, and provide advice to, industry, community and the eight APY Lands school principals and leaders to facilitate the development of appropriate school structures and preparatory support programs for young people to undertake VET Programs and Transition programs from school to work and /or further education and training.

KEY OUTCOMES:

1. Lead, manage and oversee the delivery of critical and complex APY TTC projects, programs and activities which are underpinned by quality assurance processes in the context of South Australian curriculum, South Australian Certificate of Education (SACE), Vocational Education and training (VET) and national curriculum.
2. Lead and manage a high performing team in the initiation, development, delivery and evaluation, of innovative vocational training strategy, plans, programs and services including directing and ensuring the effective management and integration of significant financial and human resources, risk, workforce development, communications, Umuwa facility management and strategic priorities.
3. Formulate and lead the delivery of strategic policy advice, reports and recommendations to the Director, Executive and senior officers in relation to the APY TTC, activities and programs and the connection with other areas of the secondary schooling system, particularly with efforts to improve the engagement and retention of young people in learning, leading to their successful transitions into employment and or further training.
4. Lead the development, establishment, implementation and monitoring of processes which enable collaboration with APY TTC staff and a range of internal and external stakeholders in the planning of the APY TTC programs, resource allocations, and the gathering and analysis of feedback in order to achieve program objectives.
5. Develop, implement and evaluate strategic and operational policies and systems including identifying, analysing and advising on trends to determine the need for new and/or modified policies, systems and responses.
6. Facilitate and model a culture of excellence in trade training services including leading, the planning, development and maintenance of effective partnerships between school sites, community, RTO's, families and employers to drive ongoing, sustainable programs and ensure critical VET outcomes are achieved.
7. Consult and negotiate with, and provide advice to, industry, community, the Director and the eight APY Lands school principals and leaders on the development of appropriate school structures and preparatory support programs for young people to undertake VET Programs and Transition Programs from school to work.
8. Lead and have primary responsibility for the correct implementation of the Work Health Safety and Injury Management System in sites within designated partnerships / business units. This is demonstrated through monitoring of site performance, enforcing standards, ensuring observance of procedures and allocation of financial and human resources.

KEY RELATIONSHIPS / INTERACTIONS

Direct working relationship:

- Education Director, Flinders Park 1
- Assistant Director, Anangu Lands
- Director Pitjantjatjara Yankunytjatjara Education Committee (PYEC)
- APY TTC management and staff

Internal Working Relationships

- Aboriginal Lands Leadership Team
- APY Lands school principals and leaders

External working relationships

- Senior personnel in the local government
- Community, families and students
- Registered Training Organisation's and employers

QUALIFICATIONS

Essential: Nil.

Desirable: Relevant graduate qualification in education/vocational education. Provide First Aid certification. Relevant vocational qualifications including Food safety /preparation / catering and/or accommodation services.



KEY SELECTION CRITERIA

- Extensive knowledge of the Australian Vocational Education system and the role of VET within remote isolated contexts and a thorough knowledge of government and department policies, plans, priorities and practices relevant to the transitions from school to work, particularly for indigenous young people in remote locations.
- Demonstrated successful experience leading, and working as a collaborative team member, in the determination, planning, development and delivery of strategic VET programs, projects and services which benefit students, employers and the community in remote locations.
- Extensive experience in facilitating and modelling a customer service culture, applying strategic and creative thinking, high level research and analytical problem solving skills to the development of policies, strategies and critical programs that have a significant impact beyond the agency and working with a diverse range of people at various levels within industry, the education sector, other government and non-government organisations and with external service providers.
- Demonstrated ability to work effectively under very broad direction only, exercise significant levels of independent judgment, drive and delegated authority to identify, determine and assess performance outcomes, critical priorities and strategy implementation to achieve corporate goals and objectives within a complex and demanding environment .
- Demonstrated high level verbal and written communication and interpersonal skills including exceptional diplomacy and tact, success in fostering good working relationships with people at all levels, negotiating and influencing others on sensitive issues, and providing high level, concise, relevant and timely briefings, policy advice and reports with recommendations that address complex and/or significant issues.
- Demonstrated knowledge and commitment to promoting and creating a safe and inclusive work environment; and the legislative requirements of Equal Opportunity and Work Health and Safety legislation.

CORE CAPABILITIES & EXPECTED BEHAVIOURS <i>Check the boxes of the behaviours that are most relevant to the role</i>		PUBLIC SECTOR VALUES	
<p>Supports Systems Thinking & Change Leadership</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Appreciates complexity and apply systems thinking <input checked="" type="checkbox"/> Facilitates developing vision <input checked="" type="checkbox"/> Inspires and support people <input checked="" type="checkbox"/> Thinks and act strategically <input checked="" type="checkbox"/> Facilitates and influences change <input checked="" type="checkbox"/> Enables problem solving <p>Achieves Objectives</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Achieves agreed goals & delivers results <input checked="" type="checkbox"/> Facilitates organisational improvement <input checked="" type="checkbox"/> Makes well-informed, effective & timely decisions <input checked="" type="checkbox"/> Ensures compliance with legislation <input checked="" type="checkbox"/> Holds self & others accountable for their actions <input checked="" type="checkbox"/> Monitors & evaluates their performance <input checked="" type="checkbox"/> Applies relevant & current technical expertise <input checked="" type="checkbox"/> Analyses client service, trends, strategies & standards & evaluates their impact <input checked="" type="checkbox"/> Translates the client service vision into strategies that enhance operations <input checked="" type="checkbox"/> Monitors trends & progress 	<p>Engages & Nurtures Internal & External Relationships</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Manages relationships between Executive & Site leaders <input checked="" type="checkbox"/> Identifies & develop key strategic relationships & networks to achieve goals, increase departmental knowledge & create communications channels <input checked="" type="checkbox"/> Uses negotiation & influential communication to mediate conflict <input checked="" type="checkbox"/> Builds & supports multidisciplinary teams <p>Exemplifies Personal Drive & Professionalism</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Models South Australian Public Service values <input checked="" type="checkbox"/> Uses initiative & judgment in considering risk <input checked="" type="checkbox"/> Displays flexibility & resilience <input checked="" type="checkbox"/> Demonstrates self-awareness & commitment to personal development <input checked="" type="checkbox"/> Promotes & integrates diversity into the workplace <input checked="" type="checkbox"/> Values wellbeing for self & others <p>Maintains & Enhances Confidence in SA Public Education & Care</p>	<ul style="list-style-type: none"> ✓ Service: <i>We proudly serve the community and Government of South Australia</i> ✓ Professionalism: <i>We strive for excellence</i> ✓ Trust: <i>We have confidence in the ability of others</i> ✓ Respect: <i>We value every individual</i> 	<ul style="list-style-type: none"> ✓ Collaboration & Engagement: <i>We create solutions together</i> ✓ Honesty & Integrity: <i>We act truthfully, consistently and fairly</i> ✓ Courage & Tenacity: <i>We never give up</i> ✓ Sustainability: <i>We work to get the best results for the current and future generations of South Australians</i>
		CORPORATE RESPONSIBILITIES	
		<ul style="list-style-type: none"> • Keeping accurate and complete records of business activities in accordance with the State Records Act 1997. • Maintaining a commitment to the Public Sector Act 2009, Ethical Conduct and the legislative requirements of the Public Sector Act 2009 and Work Health and Safety Act 2012. • Supporting and advocating Equal Employment Opportunity (EEO) and diversity in the workplace in accordance with EEO legislation. In particular, maintaining a commitment to promote an inclusive workplace in support of Aboriginal and Torres Strait Islander people and other under- represented groups. 	



Leads Organisation Excellence

- Provides influential leadership & advice to site leaders
- Identifies areas of expertise required of the department & develops, pursues & monitors performance department vision, goals & objectives
- Identifies potential leaders & develops succession planning models to safeguard the department's future
- Manages internal & external resources

- Ensures all decisions are objective & fair
- Operates ethically & with integrity
- Is a role model for customer-centered service
- Embraces an adaptive leadership approach

Facilitates Professional Team Effectiveness

- Seeks continuous improvement in their professional discipline
- Arranges ongoing professional development of their people in the discipline area
- Where appropriate, uses performance feedback & development plans to nurture development of their people
- Promotes a high performing team environment
- Ensures a safe working environment for all their people
- Promotes a collaborative working environment
- Is mindful & cares for their people

SPECIAL CONDITIONS

- Regular out of hours work is required.
- Inter and Intra-state travel will be required.
- Location: Umuwa, APY Lands. Accommodation will be provided through Teacher Housing arrangements.
- A current driver's licence and the willingness to drive manual and automatic 4WD vehicles in a remote setting, and towing trailers, is a requirement
- The incumbent will be required to achieve performance targets as negotiated and mutually agreed with the Education Director, Flinders Park 1
- The Successful applicant is required to gain a Department for Human Services (DHS) working with children check (WWCC) prior to being employed which is required to be renewed every five years before expiry.
- The incumbent will be required to undertake RAN - Responding to Abuse and Neglect Training full day/online course and the updated online course posted online every three years
- The Successful applicant will need sufficient agility and endurance to undertake the physical aspects of the role, associated with catering, cleaning, laundry and extended work days.
- Australian residency or current works permit is required (responsibility of applicant to provide evidence of a current work permit).