

Training Services Manager (Identified)

Department of Education

Employment Status: Full-time ongoing appointment

Classification: Clerk Grade 9/10

Position number and location: 215304 – Lismore

Total remuneration package valued to: \$139,077 p.a. (salary \$113,343 to \$124,901 p.a.) including employer's contribution to superannuation and annual leave loading.

About the role

Support the delivery of vocational education and training programs and services to the community, apprentices, trainees and their employers. The role forms part a team of staff providing regulatory, quality assurance, program administration and advisory functions for the delivery of vocational education and training in the regional area.

This role would suit someone who is passionate about building relationships at the local level. This includes working with industry, schools, apprentices and trainees, Government & non-Government organisations, Aboriginal Communities. Knowledge of VET is highly regarded.

How to apply

To apply for this role, please submit an application online and attach a cover letter (max. 2 pages) and your resume (max. 5 pages) in either Word or PDF format. Please address any **pre-screening questions and any essential requirements**. We are looking for you to demonstrate your competence in the focus capabilities as outlined in the role description. Please develop your responses with this in mind.

Targeted questions

Choose a project or piece of work you have done and describe how you allocated the resources that were needed to complete this work? What was the result? (300 or to words max).

Describe a time when you had to work with providers, suppliers and contractors to ensure that outcomes were delivered in line with time and quality requirements? What was the result? (300 to 400 words max).

Please note that it is a requirement that all candidates submit their applications online.

No paper based, email based or late applications will be accepted.

This is a child-related position. If you are not currently employed in a child-related position in the Department of Education, you will be required to obtain a Working with Children Check (WWCC) Clearance number as a condition of employment (if you do not already have this). For more information, visit [website](#) In addition, your employment may be subject to the Department's National Criminal Records Check to determine your suitability for employment.

Note: Aboriginality is a genuine occupational qualification and is authorised by Section 14 of the *Anti-Discrimination Act 1977*.

Applicants for this position must be of Aboriginal descent, identify as being Aboriginal and be accepted in the community as such. Applicants who have not previously identified for the purposes of employment with the Department are required to provide a Confirmation of Aboriginality from a recognised incorporated Aboriginal Community organisation endorsed with common seal and a certified statutory declaration as defined in the [NSW Department of Education Confirmation of Aboriginality Guidelines](#)

Essential Requirements:

- This position is targeted to the employment of an Aboriginal person and is authorised by the Department's EEO Management Plan in accordance with Part 9A of the *Anti-Discrimination Act 1977*. When applying for an Aboriginal identified position, applicants must provide confirmation of Aboriginality and a certified statutory declaration upon interview as defined in the [Confirmation of Aboriginality Guidelines](#)
- A Working with Children Check is an essential requirement for this role. The role has been identified as requiring a check in keeping with the *Child Protection (Working with Children) Act 2012*.
- Current drivers licence and a willingness to travel

The selection process will include a range of assessment techniques to assist in determining your suitability for the role.

Closing Date: 19 September 2022 at 11:59pm

For role enquiries please contact Phil Borrow on 0411 881 419 or email phillip.borrow@det.nsw.edu.au

To apply online please visit iworkfor.nsw.gov.au website and refer to the following keyword: [000094HI](#)