



TVET AUSTRALIA

POSITION DESCRIPTION

Position Title	Chief Executive Officer
Location	Level 22, 390 St Kilda Road, Melbourne
Work Unit	Office of the CEO
Employment Status	Full Time
Position Reports To	Chairperson of the TVET Australia Board
Positions Responsible For	<ul style="list-style-type: none">• Overall responsibility for all business units• Direct reporting relationships within the Office of the CEO with:<ul style="list-style-type: none">○ GM National Audit & Registration○ GM Quality & Recognition○ GM Product Services○ GM Industry Skills Development○ Chief Finance Officer/Company Secretary○ Office Manager○ Manager Public Relations & Corporate Marketing
Date of Approval	October 2008

Organisational Context/Environment

TVET Australia Ltd is a company that was incorporated in August 2006 and is owned by the members of the Ministerial Council for Vocational and Technical Education (MCTVE). The company aims to provide services which contribute to the quality of the National Training System while facilitating its continuous improvement through:

- The provision of secretariat services for the National Quality Council (NQC) and the National Industry Skills Committee (NISC);
- The provision of high level advice to MCVTE through supporting and servicing the work undertaken by the NQC;
- Advising and servicing the NISC to provide high level industry advice to MCVTE;
- The universal access to and commercial sustainability of the services of the national repository of VET training resources
- Providing a national service for the registration of training providers.

TVET Australia aim is to support the priorities of the Council of Australian Governments (COAG) in delivering on its human capital reform agenda while directly supporting the implementation of national training policies as determined by MCVTE.

Purpose of Position

The Chief Executive (CEO) reports to the Chairperson of the TVET Board and is responsible for the overall management of TVET Australia supported by a team of senior managers who report directly to the CEO.



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Key Duties, Responsibilities and Accountabilities

- Provide executive leadership, in particular, for the:
 - strategic positioning of TVET Australia;
 - articulation, implementation and ongoing development of the Strategic Planning Framework and Business Plan for TVET Australia;
 - development and maintenance of strong business relationships with strategic partners and customers;
 - management of the marketing and positioning of TVET Australia's core business activities;
 - identification and development of new business opportunities;
- The provision of authoritative advice to the Board of TVET Australia on a range of complex issues either impacting on or set to impact on the National Training System and their relationship with TVET Australia's core business
- Direct the implementation of company business strategies as determined by the TVET Australia Board.
- Working within the delegations provided by the Board, the CEO is responsible for:
 - ensuring excellence in the delivery of TVET Australia's services;
 - encouraging innovation and development throughout the organisation;
 - fulfilling accountability obligations and ensuring compliance with all regulatory requirements;
 - the effective and efficient management and utilisation of available resources;
 - Representing and promoting TVET Australia in a variety of forums and in a range of contexts both within Australia and overseas.

Key Selection Criteria

- Demonstrated experience in senior executive management within a public or private sector organisation including exposure to the machinery of government;
- Demonstrated knowledge of the key policy directions of and challenges facing the National Training System.
- High level ability to develop and implement a strategic approach to stakeholder engagement and management.
- Significant experience and success in developing and managing a high performance service organisation (or Division within an organisation).
- Demonstrated capacity to develop and implement strategic and business plans;
- Experience and ability to oversee a robust resource and performance management framework that effectively supports the Company's operations;
- Demonstrated ability to effectively and strategically manage company procurement and company contracts.



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Major Challenges

- Maintaining strong levels of support from owners and stakeholders to ensure that TVET Australia continues to be responsive to the requirements of the National Training System.
- Maintaining relevant National Quality Council and National Industry Skills Committee work plans and achieving timely policy outcomes.
- Attracting appropriate levels of resources to maintain TVET Australia as a high performing service organisation.
- Realising the full potential of the national audit and registration function;
- Development and implementation of a new business model for TVET Product Services and effective collaboration with the Learning Objects Repository Network.

Key Internal Relationships

The effectiveness of the position relies on a sound working relationship with:

- the Chairperson,
- all members of the TVET Board; and
- TVET Australia Senior Management.

Key External Relationships

The effectiveness of the position relies on a sound working relationship with:

- Senior Management of the Commonwealth department responsible for training and training agencies in each State and Territory;
- Key stakeholders from industry and peak industry bodies
- Other agencies which are a part of the national training system

Additional Factors

- Regular interstate travel.
- Irregular hours and weekend work is often required.

Please note that the duties outlined in this position description are not exhaustive, and only an indication of the work of the role. TVET Australia can direct you to carry out duties which it considers are within your skill, competence and training.