

POSITION DESCRIPTION

Position:	Training Manager
Type of Appointment:	Permanent part-time 24-month fixed term contract
Salary:	Up to \$65,000 p.a. pro rata 0.80 Full Time Equivalent (\$52,000)
Superannuation:	9.5% of salary up to 30 Jun 2021, 10% of salary from 1 July 2021
Work Hours:	30 hours per week (4 days)
Responsible to:	General Manager Music SA
Direct Reports:	Training Coordinator and Training Assistant
Location:	St Paul's Creative Centre, 200 Pulteney Street, ADELAIDE

Position Purpose:

To ensure an outstanding quality compliant boutique educational experience for artists and practitioners that prepares them for a successful music industry career and provides them with a solid background of industry relevant knowledge and understanding.

Position Objective:

To successfully develop, plan, budget, co-ordinate, deliver (as required), evaluate and report:

1. Music SA's annual non-accredited suite of training programs.

Currently this includes school holiday boot camps, regional workshops, APRA AMCOS funded public forums and short courses that make up the industry endorsed Diploma of Entrepreneurial Music Business Practice.

2. Music SA's annual accredited training course offerings.

Currently this includes the CUA30915 Certificate III in Music Industry (Performance) delivered under a third-party arrangement with the College of Sound and Music Production (COSAMP) RTO Code: 41549. The AQF certifications will be issued by COSAMP.

Key Responsibilities and Tasks:

- Work with the General Manager to create an overall vision and future for the training function of Music SA.
- Assist in business planning and business development (with the Business Manager) in relation to new training programs and program development.
- Plan, monitor and meet annual budget expectations, especially revenue targets.
- Recruit, contract, train and manage training staff including performance evaluation and feedback, in conjunction with the General Manager.
- Design the short course content of the Diploma of Entrepreneurial Music Business Practice and manage the process to achieve industry endorsement.
- Design the annual APRA AMCOS funded Public Forum Program in conjunction with staff from the Industry Development department, who will be responsible for delivery.
- Manage (with the Music SA Marketing Manager) all marketing campaigns and promotions related to training programs.

- Maintain successful customer focussed relationships with participants, parents, guardians, teachers, coordinators, trainers, tutors, third party RTO staff and Music SA staff.
- Manage the work of the Training Coordinator by overseeing the delivery of AQF accredited courses auspiced by a third party RTO. Ensure there is a compliant agreement in place and that all matters relating to quality and ASQA compliance are undertaken.
- Understand and adopt e-Learning principles.
- Write and review an up-to-date suite of Music SA training policies and procedures.
- Liaise with School Vet Coordinators and third-party RTO.
- Manage Music SA's courses website (Wordpress).
- Manage Music SA's online learning portal (Moodle).
- Manage Music SA's appointment booking system (Simply BookMe).
- Maintain Student Management System (Filemaker).
- Maintain the Music SA alumni Facebook page.
- Engage Guest Speakers as required, provide briefing papers and oversee their presentations.
- Deliver and assess accredited training programs, when required.
- Enrol students in conjunction with the Business Manager and the Training Coordinator.
- Ensure Working With Children Checks completed by all Music SA staff and filed annually.
- Report any issues/concerns to General Manager in a timely fashion and provide notes for board reporting when required.
- Present to the board when required on the vision and progress of training activities, including any emerging issues.
- Keep abreast of technology and issues in education.
- Assist with regional workshops, mentoring programs, school holiday boot camps and other training workshops and ensure delivery by others as required.
- Coordinate volunteering opportunities for Music SA students at workshops and events such as the SAM Awards and Umbrella Festival, as well as external events.
- Ensure the interior design of the Music SA Learning Centre facilitates positive learning experiences and ensure compliance with safety requirements and sound housekeeping.
- Plan, coordinate and attend graduation ceremonies when required.
- Write grant applications and funding acquittals for non-accredited training.

Music SA Team Values:

In the work that we undertake and the people we service, the staff of Music SA aim to behave in accordance with values that we think are important:

- Leadership – *advocating for a strong industry and helping others to achieve success*
- Accountability - *being responsible, owning mistakes, acting honestly*
- Professionalism - *showing respect, inclusivity and working ethically*
- Optimism - *being positive and grateful*
- Service - *making sure each person's interaction with Music SA is a happy one*
- Learning - *taking an interest in acquiring new skills and keeping abreast of change*
- Achievement - *aiming to succeed in everything we do and celebrating what we achieve*

Music SA Team Behaviours:

- Respect the office environment by helping to maintain equipment, facilities and supplies in a safe and clean condition
- Promote awareness of and compliance with anti-discrimination principles and practices
- Communicate with respect, discretion and diplomacy
- Participate in planning processes by asking questions and contributing ideas
- Participate in an annual performance review by preparing and discussing achievements and future job objectives and desires
- Keep abreast of technology and customer/job demands by undertaking relevant training
- Devote set times to attend regular staff meetings
- Respect for First Nations peoples and their traditional beliefs
- Celebrate individual and team achievements and have fun
- Be a helpful team player by answering phones, cleaning common areas, and working on other peoples' projects where possible
- Commit to working safely, comply with Child Safe practices and adhere to COVID rules

Essential Requirements:

1. Demonstrable high-level current knowledge of the music industry
2. Current vocational training qualifications:
 - a. TAE40116 Certificate IV in Training and Assessment; OR
 - b. TAE40110 Certificate IV in Training and Assessment with either TAELLN411 or TAELLN401A, and either TAEASS502 or TAEASS502A or TAEASS502B; OR
 - c. A diploma or higher-level qualification in adult education.
3. Formal music qualification at Certificate III level or higher (preferred) or willingness to undertake CUA30915 Certificate III in Music Industry
4. Knowledge of ASQA Standards for Registered Training Organisations (RTOs) 2015
5. Current Working With Children Check
6. Demonstrable ability and desire to develop and manage a diverse range of projects and programs, including researching, timetabling, budgeting, reporting, marketing and liaison
7. Proven ability to communicate with and mentor people from diverse backgrounds (students, tutors, artists, practitioners, government, parents, stakeholders, staff and board members) and being able to demonstrate diplomacy, discretion and good humour as circumstances require
8. Proven high level of literacy and numeracy
9. Proven high level computing skills, in particular, knowledge of e-Learning platforms
10. Proven ability and desire to prioritise work and complete tasks on time with a minimum of supervision and to continuously develop new skills and experience through the position
11. Commitment to programs and projects underpinned by access and equity principles
12. Demonstrable ability to keep abreast of educational issues and advancements
13. Willingness to think creatively to develop innovative solutions to problems and deal with complaints

Special Conditions:

- A computer and office resources will be provided
- Flexible hours can be negotiated
- No overtime, however out-of-hours work will be rewarded with time off as negotiated beforehand with the General Manager
- Professional development will be provided as negotiated, including attendance at key conferences
- The incumbent will be subject to 6-month probation and an annual performance appraisal
- No on-site parking but Music SA is located close to public transport routes
- Work related expenses will be reimbursed, on approval from the General Manager in advance
- Salary will be reviewed annually in line with performance achievements
- Working With Children (Police Check) required.
- There is no guarantee of ongoing employment at the completion of the fixed term contract.
- Entitlements such as annual leave and personal leave are in line with the Fair Work Act.

Important Information:

Please email a strictly one-page cover letter and a two-page resume to hr@musicSA.com.au and put the word "Training Manager" in the subject line.

Applications open: Monday 26 October 2020

Applications close: Friday 6 November 2020

Position Starts: Negotiable depending on incumbent's availability

All applications will be acknowledged with a return courtesy email.

Please note that due to the expected high number of applications, **only shortlisted applicants will be further contacted for an interview by Friday 20th November 2020.**

Thank you and good luck!