



Manager Operations Hunter-V-Tec and Skillswest

Hunter Valley Training Company is Australia's Premier Group Training Company. With its central office located at Maitland, the Company currently has eleven divisional Group Training (GTO) Offices and two Registered Training Organisations (RTO) providing diverse opportunities in employment and vocational training throughout NSW and QLD.

We currently have a vacancy for a Manager with extensive experience at a senior level to lead and develop our GTO operations in Maitland, and RTO operations in Maitland and Penrith. With exciting prospects on the horizon for our operations, this position will be responsible for encouraging innovation and leading our centres in new and exciting directions.

Based in Maitland, the position focuses on the dual operations of these centre's, and will require a person passionate for providing quality employment and training outcomes to Apprentices and Trainees, employers and industry.

As a member of the HVTC Senior Management Team, this position plays an important role in the formulation and implementation of company strategy, and will join a passionate team dedicated to achieving positive outcomes for the community.

Essential Criteria:

- o Extensive knowledge and experience within the Group Training Industry
- o Strong working knowledge of VET and its operation in regards to Apprenticeships and Traineeships.
- o Working knowledge of RTO requirements and operations.
- o Ability to initiate growth through effective business planning, build on existing relationships with industry and identifying new markets.
- o Excellent communication, leadership and managerial skills.
- o Strong operational understanding of current OH&S legislation, and its impact on both GTO and RTO activities.

It is anticipated that approximately two days per fortnight will be required at our Penrith operations.

An attractive salary and working conditions will be offered to the successful candidate.

For further information, please contact Adrian Hill on 4932 4222 or see www.hvtc.com.au/ourcompany/positionsvacant for a positions description.

Applications to: Natalie Collinson, Manager Human Resources
PO Box 559, Maitland NSW 2320

Applications close 29 January 2010