LDC
AbSec Learning & Development Centre

General Manager, Learning and Development

Key position information	
Job title:	**General Manager, Learning and Development**
Business unit:	**Learning and Development Centre**
Location:	**Gadigal Land, NSW**
Reports to:	**CEO**
Status:	**Fixed Term / Full Time (35 hours / week)**
Award classification:	**Educational Services (Post-Secondary Education) Award 2020 General Stream 7, $150,000 plus superannuation, (not-for-profit salary packaging available)**
Delegation:	**Management**
Financial Delegation:	**TBC**
Direct reports:	**Manager, Sector Growth & Transformation, Project Manager/s, | Trainer and Assessors | Training Admin Coordinator**
Position requirements	• Minimum five years recent and proven experience in an RTO compliance, leadership and management role • Current Certificate IV Training and Assessment and/or Business Management related qualifications

C301-C302, Level 3, 104 Eveleigh Street, Redfern NSW 2016
PO Box 3045, Redfern NSW 2016

(02) 9559 5299

Role Purpose

The General Manager, Learning and Development, is responsible for the overall strategic leadership, operational excellence, regulatory compliance, and commercial growth of the AbSec Learning and Development Centre (LDC) as a Registered Training Organisation (RTO). The role drives high-quality, culturally responsive training that empowers diverse learners, fosters economic participation, and creates pathways for Aboriginal and Torres Strait Islander people.

About AbSec Learning & Development Centre

AbSec Learning and Development Centre (AbSec LDC), is a subsidiary organisation and registered training organisation. AbSec LDC is the only registered training organisation in NSW owned and managed by Aboriginal people in the child and family support sector, offering recognised qualifications in disability support, family welfare and child protection, as well as governance, leadership and management.

About AbSec

AbSec - NSW Child, Family and Community Peak Aboriginal Corporation is the peak organisation advocating for the rights and wellbeing of Aboriginal and Torres Strait Islander children, young people and families in NSW. We provide an Aboriginal and Torres Strait Islander perspective on child protection and out-of-home care policy to the NSW Government and support the community-controlled sector to deliver effective services for Aboriginal and Torres Strait Islander children, young people and families. We are a not-for-profit, incorporated community organisation, governed by an all-Aboriginal board.

Our Vision

Aboriginal and Torres Strait Islander children and young people are looked after in safe, thriving Aboriginal and Torres Strait Islander families and communities and are raised strong in spirit and identity, with every opportunity for lifelong wellbeing and connection to culture.

AbSec Principles

- **Acknowledgement and respect** – acknowledging the diversity of all Aboriginal and Torres Strait Islander nations and respecting Traditional Owners of the land, constantly reminded by Elders, and cultural knowledge of communities to inform our action

- **Professionalism and integrity** – acting with the highest level of professionalism for our communities, ensuring our integrity will not be compromised in striving for the provision of quality, culturally responsive and accessible supports
- **Self-determination** – ensuring that our focus is underpinned by the rights of Aboriginal and Torres Strait Islander peoples to make decisions that impact their lives, recognising the interests of Aboriginal and Torres Strait Islander children, young people, families and carers, and communities in all that we do
- **Independence and solutions focused** – serving the interests of Aboriginal and Torres Strait Islander children, young people, families, people with disability, communities and the organisations that support them to deliver holistic approaches to issues impacting them
- **Transparency and commitment** – remaining committed to our people in everything we do, ensuring our actions are clear and promoted at every opportunity

Function	Accountabilities
Operational	• Manage all aspects of the LDC's compliance as an RTO and within the ASQA (Australian Skills Quality Authority) standards, VET Quality Framework, and applicable state and/or federal funding contracts. • Maintain a policy and procedure framework to drive quality service delivery as well as compliance with regulatory standards. • Oversee the development and production of appropriate, compliant learning materials and identifying areas for continuous improvement across all educational delivery, assessment, and student support services. • Oversee systems, platforms, infrastructure and risk management to ensure efficient operations, compliance and business continuity across the RTO. • Proactive risk management, including governance, compliance and audit readiness • Manage the planning and programming of training and development activities, including accredited and non-accredited training. • Recruit and / or engage suitably qualified personnel to deliver training services and other workforce development activities. • Oversee the development of monitoring and evaluation activities to secure stakeholder (client organisation and training participant) feedback. • Preparing reports and documentation required for accreditation and audits. • Undertake other duties within the scope of this role, as directed.
Strategic	• Oversee the management, coordination and delivery of strategic and annual business plans that expand market share, secure commercial contracts, diversify revenue streams within Vocational and Education Training (VET) and corporate training sectors, as well as priorities identified by the Chief Executive Officer. • Oversee financial performance, budgeting, and resource allocation to ensure long-term commercial viability and profitability in line with strategic goals.

	• Work closely with the Manager Sector Growth and Transformation to identify, develop and deliver new business opportunities, including fee-for-service arrangements to enhance AbSec's objectives for Aboriginal children, young people, families and communities. • Lead innovative, training models tailored to workforce needs including online, blended, and workplace-based delivery. • Undertake other duties within the scope of this role, as directed.
Organisation Contribution	• Establish and lead a high-performing Learning and Development (LDC) team within AbSec, aligned with organisational priorities and accountable for delivering key objectives and LDC KPIs • Professional development of team members to effect succession planning. • Work collaboratively with the Executive team, Board, managers and all staff to achieve AbSec's project objectives. • Consistently acts in accordance with AbSec's values, challenges practices inconsistent with these values and uses values as a basis managing relationships and decision-making. • Comply with AbSec Policies and Procedures. • Participate in organisational and professional development activities as directed. • Undertake other duties within the scope of this role, as directed.
Key Relationships	Internal Contacts: ▪ Chief Executive Officer for direction and support. ▪ All staff to ensure robust input into plans and activities. ▪ Executive Leadership team to drive cohesive focus and achieve objectives as the peak. ▪ Direct reports for leadership, guidance and support and for achievement of successful outcomes of work priorities. External Contacts: ▪ Aboriginal community-controlled agencies as member organisations, ensuring support and sustainability improvements are in place. ▪ Aboriginal community-controlled organisations interested in child protection, out-of-home care and disability services. ▪ First Nations business networks, government departments, vocational education and training (VET) providers, training organisations and industry peak bodies ▪ Government representatives to influence with AbSec's agenda and secure new opportunities. ▪ Non-government agencies and private sector organisations to leverage support and opportunities. ▪ Workplace organisations and participants. ▪ All staff to ensure robust input into activities. ▪ All AbSec departments to contribute to directions and implementation activities on organisational objectives. ▪ Aboriginal community-controlled agencies, including member agencies, as required.

Selection Criteria

The occupant of this position will be able to demonstrate the following criteria:

- Demonstrated senior leadership experience (5+ years) within an RTO, education sector, or corporate environment, with strong track records in commercial management and operational growth.
- Strong knowledge of the VET sector, competency-based training, and the VET Quality Framework.
- Demonstrated comprehensive knowledge of RTO regulatory requirements, including ASQA standards, AVETMISS-compliant reporting, funding contracts, government reporting obligations, audit preparation, evidence management and ongoing compliance monitoring to ensure regulatory compliance and audit readiness.
- Sound business acumen with the ability to implement business plans and strategies, development and tracking finances, strong budget forecasting experience.
- Demonstrated leadership capabilities with experience managing, mentoring, and development teams.
- Proven ability to manage budgets, drive revenue, and negotiate high-value contracts.
- Demonstrated ability in training design and development in line with industry requirements.
- Proficiency in using computer software including but not limited to, Microsoft office, TEAMS, student management systems such as aXcelerate or similar, Learning management systems such as aXcelerate or similar.
- Aboriginality is strongly preferred.
- An understanding of Aboriginal culture and of the issues facing the Aboriginal non-government sector and communities across NSW, particular in relation to the child protection out out-of-home care systems, and related human services systems.
- Ability to communicate effectively with Aboriginal people and Torres Strait Islanders and a knowledge and understanding of their cultures.
- Established networks within First Nations business sectors, government departments, training facilities and industry peak bodies
- Demonstrated commitment and willingness to do what it takes to get the job done, adaptability and enjoys a challenge.

Practical Requirements

- The preferred candidate will be engaged on a fixed term contract.
- Work outside of the normal hours of duty and some business travel may be required.
- Employment will be subject to a National Police Clearance and an NSW Working with Children Check.
- This position has been classified under the Educational Services (Post-Secondary Education) Award 2010. Salary is subject to negotiation, skills and experience.

- Appointment to this position of a person not currently an employee of AbSec will be subject to a probationary period of 6 months.
- Applications from Aboriginal and Torres Strait Islander people are strongly encouraged.
- Current drivers licence and willingness to travel

To apply: Address the selection criteria outlined in the position description. Interested applicants are required to address the essential criteria demonstrating their experience against each point, submit a cover letter (maximum 2 pages) and current resume (maximum 5 pages).

Note: if applicants do not address the selection criteria the application will not be considered.

Email applications to: pc@absec.org.au

Applications Close: COB [enter]

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