

POSITION PROFILE – EXECUTIVE OFFICER

POSITION TITLE	: Executive Officer
LOCATION	: Darwin
RESPONSIBLE TO	: Management Committee
SALARY RANGE	: \$70k - \$75k (commensurate on experience)

ROLE PROFILE

The Executive Officer (EO) is responsible to the CHARTTES Training Advisory Council Management Committee for the day to day management of the organisation. This includes responsibility for managing all contractual, administrative, financial, policy and marketing activities for the organisation.

Key Responsibilities:

- Work in partnership with employers, government, community and training providers to support and provide advice on the development of quality education and training to meet the diverse needs of CHARTTES industry sectors.
- To successfully manage the Council as a small business in an increasingly competitive economic environment.
- To sustain and build on the quality operations of the Council through seeking additional funding and managing a range of projects related to the established priorities of the Council.

SPECIFIC DUTIES

The Executive Officer duties include:

1. ensuring the effective operation of CHARTTES Training Advisory Council by managing:
 - financial process and procedures
 - administrative requirements
 - human resource needs
 - contractual activities
2. carrying out the duties of Executive Officer to the Council including:
 - meeting all legal requirements including those of secretary
 - facilitating all Management Committee meetings including the preparation and distribution of agendas, minutes and supporting documentation

3. implementing effective strategies to:

- advise the Department of Education and Training (DET) on skills development needs across our sectors of coverage
- actively support the implementation of the National Training Framework
- increase the uptake of training and assessment under the National Training Framework by engaging with Industry in the Northern Territory
- seeking opportunities to manage a range of projects related to the training and skills development across our sectors of coverage

SELECTION CRITERIA

Essential

- Proven ability to communicate effectively to develop, facilitate and maintain effective networks and relationships in both cross-cultural and multi-disciplinary environments
- Demonstrated ability to lead and manage teams to achieve specific outcomes
- Sound financial management skills
- Skills and experience in developing, tendering for and managing contracts and projects
- Excellent computer (Word and Excel) written and oral communication skills

Desirable

- Qualification in education and training, project management and/or business management
- Working knowledge of corporate governance and legal requirements
- Experienced in the use of MYOB