

Position Description

Training Product Project Manager

Reports To	Location
Director, Training and Product Development	Remote/Hybrid/ Anywhere in Australia with travel

About Us

HumanAbility is a not-for-profit, industry owned and led organisation that is contracted by the federal government. It was established as a Jobs and Skills Council for the health, human services, aged care and disability, sport & recreation and early childhood industries to fulfil the requirements of the *Jobs & Skills Councils – Strengthening Australia’s National Vocational Education and Training System* program.

HumanAbility’s objective is to advance education by supporting skills and workforce development for the above specified industries. It is a values-based organisation with a defined mission and vision, understanding the ultimate beneficiary of the work we do is our communities.

HumanAbility will achieve its objectives through:

- Implementation of the Jobs & Skills Councils – Strengthening Australia’s National Vocational Education and Training System program, or its replacement program, and similar programs supported by governments and/or industry;
- Workforce planning activities that develop strategies to address workforce challenges, using high-quality data and evidence on current and emerging skills needs (in collaboration with Jobs and Skills Australia) associated with a range of educational pathways, including vocational education and training (VET) and higher education;
- Formal and informal training product development, including resources aligned with standards set by Skills Ministers to improve the quality, speed-to-market and responsiveness of nationally recognised training products;
- Contributions to the implementation, promotion and monitoring of VET; and
- Industry stewardship to advance education by acting as a source of intelligence on issues affecting relevant industries and national training system opportunities.

For further information, please see the Department of Employment and Workplace Relations [factsheet](#) on the role of JSCs in industry engagement reforms.

Our Values

Inclusive

We hear and respect first nations voices
 We value diversity and work inclusively
 We take part a partnership and collaborative approach
 We work and act with integrity

Innovative

We are guided and seek out evidence
 We are brave and allow calculated risks
 We continue to seek out solutions to achieve the desired outcomes

Accountable

We communicate openly and often
 We strive to meet your commitments
 We are transparent
 We manage risk
 We take a value for money approach

About the position

Key responsibilities for this position include project management, active development and quality assurance of a range of HumanAbility vocational education and training and workforce planning products, including functional analysis, training package components, training and assessment materials, and other products designed to support implementation by RTOs and improve the quality of delivery. This will require working with a range of stakeholders and facilitating workshops. Product development will require drafting products end to end.

This role reports to the Director, Training and Product Development however the role will be required to both lead and work in small teams and be engaged in multiple projects at any given time.

Key Accountabilities

This role will:

- Develop vocational education and training products in consultation with sector stakeholders – including development of new training products and review and updating of existing products.
- Facilitate workshops with key stakeholders (both online and in-person) to undertaken functional analyses, and develop training products including qualifications and units of competency, along with training and assessment materials.
- Brief and present to a variety of audiences on draft products and implementation of new products.
- Build consensus through negotiation with different stakeholders, in the development of product content.
- Quality assure training products and materials that are being developed.

- Follow a consultation and governance process to finalise approvals of products developed; this will include the drafting of associated papers and reports including the final submission to the Assurance Body for any Training Package work.
- Lead several smaller project teams to aid the development of training products and functional analysis activities.
- Observe and follow work health, safety and wellbeing policies and guidelines.

Qualifications and Experience

- Industry knowledge – a demonstrated understanding of industries within HumanAbility’s scope, and workforce development issues in these industries or a demonstrated ability to build this knowledge quickly.
- Specialist knowledge/technical skills:
- Demonstrated experience in development of nationally endorsed training products
- Knowledge of national VET policy and the Training Package Organising Framework including Standards for Training Packages, Training Package Products Policy and Training Package Products Development and Endorsement Process Policy.
- Excellent problem-solving and negotiation skills to develop and maintain positive relationships with internal and external stakeholders.
- Demonstrated ability to work in a project-based delivery environment and deliver a complex work program.
- Demonstrated excellent written and verbal communications skills.
- High level IT skills in a range of software associated with content management, customer relationship management systems, and project management tools, along with Microsoft Office.
- A Certificate IV in Training Assessment and/or a relevant Higher Education qualification.

Further Information

This is a full-time ongoing position to reflect availability of the Department of Employment and Workplace Relations (DEWR) grant funding.

All appointees must be willing to obtain a police check and Working with Children Check.

There may be times when it is required to work outside normal business hours i.e. evenings and weekends to meet operational and/or stakeholder requirements, and dependant on work deliverables, the role may be required to undertake travel.