



**MSAC Institute of Training**  
**RTO Coordinator**  
**Person Specification**

<b>POSITION TITLE:</b>	RTO Coordinator	<b>DEPARTMENT:</b>	MSAC Institute of Training
<b>STATUS:</b>	Full-time	<b>REPORTS TO:</b>	MIT Business and Training Manager

**OVERALL POSITION PURPOSE:**

The MIT's RTO Coordinator will support and assist the Business & Training Manager and the MIT team with the daily administration and coordination of functions necessary to operate a quality Registered Training Organisation (RTO) and Sports House as both a commercial hire venue and tenanted facility. The RTO role provides administration and event coordination to support the MIT team, with daily duties including but not limited to:

- RTO compliance administration for AQTF and VRQA standards
- Administration of Skills Victoria funding contracts
- Student File management
- AVETMISS & SVTS compliant student database management
- accounts receivable and payable
- customer service
- administration and coordination of training courses
- event coordination for commercial venue hire
- Sports House tenant assistance
- MIT and Sports House Coordination

This role is instrumental in supporting the MIT's daily business operations via efficient training administration and event coordination for the MIT's annual training calendar whilst displaying the values of SSCT's 'Developing Champions in Life' culture.

You may be required to work flexible hours, including some nights and weekends.

**EXPERIENCE & QUALIFICATIONS:**

	<b>Required</b>	<b>Desirable</b>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>▪ RTO compliance for AQTF and VRQA or ASQA</li> <li>▪ RTO training administration and coordination</li> </ul>	<ul style="list-style-type: none"> <li>▪ Experience in the sport and recreation industry</li> </ul>

<b>Skills</b>	<ul style="list-style-type: none"> <li>▪ Well developed written and verbal communication skills, including electronic media</li> <li>▪ Strong oral and interpersonal skills</li> <li>▪ Excellent time management skills</li> <li>▪ Excellent service standards and skills</li> <li>▪ Database administration and management</li> <li>▪ Intermediate skills in Microsoft Office Software Packages</li> <li>▪ Event management skills</li> <li>▪ VETtrak experience and skills</li> <li>▪ Accounts payable and receivable</li> </ul>	<ul style="list-style-type: none"> <li>▪ Demonstrated experience in the sport and recreation industry</li> <li>▪ Grievance resolution</li> <li>▪ Skills Victoria Training System (SVTS) and government funding process</li> </ul>
<b>Abilities/ Attributes</b>	<ul style="list-style-type: none"> <li>▪ Multi-tasking and managing competing priorities to meet deadlines</li> <li>▪ Excellent attention to detail</li> <li>▪ Professionalism</li> <li>▪ Initiative</li> <li>▪ Strong work ethic</li> <li>▪ Team player</li> <li>▪ Problem solving</li> </ul>	<ul style="list-style-type: none"> <li>▪ Flexible orientation to service delivery</li> <li>▪ Lateral thinking</li> </ul>

**NUMBER OF STAFF REPORTING TO THIS POSITION:**

**DIRECT:**

Reporting directly to: 5+ casual staff

**INDIRECT:**

Reporting indirectly to: nil

**NATURE OF THE INTERNAL COMMUNICATION REQUIREMENTS:**

**INTERNAL:**

- Report directly to the Business & Training Manager
- SSCT Management

EXTERNAL:

- MIT and SSCT clients
- Partner Registered Training Organisations and industry associations
- Trainers and Assessors
- Supplier and Business Partners
- Sports House tenants

**KEY RESULT AREAS**

- MIT Business Support
- RTO Administration & Course Coordination
- SSCT Staff Training administration
- Sports House & Tenant Assist Coordination
- Event Coordination for Venue Hire
- Finance
- Occupational Health and Safety

**SALARY:** Coordinator Banding \$44,904 - \$53,162  
(Commensurate With Knowledge and Experience)

**PLUS:** Free membership  
Free parking  
Generous training allocation