

Position Description: Business and Network Development Manager

Summary

Position Title	MTI Business and Network Development Manager
Employer	Murrindindi Training Institute (MTI)
Reports to	MTI Board
Location	Murrindindi Training Institute, 20 Cooper Street, Alexandra, Victoria 3714
Employment Status	0.7 (26 hrs pw): contract position for one year
Remuneration	Salary plus superannuation and mobile phone
Date approved	January 2013
Approved by	MTI Board

Background

The Murrindindi Training Institute (MTI) is an innovative concept creating a centre of excellence for a range of different qualifications. Employers from various sectors, local government and adult further education are cooperating to offer courses in identified areas. The core focus is currently Outdoor Leadership with future disciplines being developed in collaboration with the relevant sectors. MTI is a company limited by guarantee, located in Alexandra, Victoria and governed by a Board which has representation from the Alexandra District Hospital (ADH), Central Ranges Local Learning and Employment Network (CRLLEN), Continuing Education and Arts Centre of Alexandra (CEACA), a number of employers and associations in the Outdoor Education sector and Murrindindi community.

Advancing Country Towns (ACT) is a Victorian Government state wide initiative across nine locations with one location identified as the towns of Alexandra, Eildon and Thornton. Its purpose is to bring local knowledge and government resources together to develop solutions to the challenges faced in small rural communities. It is focused on achieving key benefits across a range of areas with a key initiative identified as Skills Training and Workforce Development.

The position

This is a new position which offers the successful applicant a unique opportunity to establish and further develop the role as part of the sustainable future of the organisation. The role encompasses two complementary components: business development management and network coordination.

Responsibilities

The Business and Network Manager is responsible for the operational, financial and human resource management of the Murrindindi Training Institute. Key responsibilities will therefore include but not be limited to:

Managing the efficient operation of the Institute to ensure business development and sustainability by:

- promoting the Institute's courses, activities and facilities to industry, training providers, students and the broader community;
- representing and advocating for MTI on matters of concern to the organisation or to the industries it represents where applicable;
- ensuring financial viability and sustainability;
- providing a leadership and coordination role for business development with the Institute by working with and assisting Heads of Schools and the MTI Board to meet the business objectives of the Institute;
- identifying and building business opportunities for the Institute in line with the strategic and business plans;
- liaising with industry stakeholders;
- undertaking reporting and accountability activities as directed by MTI and ACT.

Meeting the objectives of the MTI and ACT project to improve outcomes, local career and higher education pathways and access to skilled and/or professional jobs. The position will be evaluated using a range of measures including:

- increasing skilled and/or professional pathways for young people;
- identifying and developing an increased range of job opportunities for young people;
- improving access to training opportunities based in the area;
- improving pathways to higher education

Attendance at functions out of normal work hours and some travel will be required. This includes but is not limited to visits to training facilities and employers, monthly Board meetings and attendance at social events. Extra hours and/or payment/time in lieu will be agreed in advance through negotiation with the Chairperson.

Application

Please submit a CV outlining your qualifications and experience and a written statement (1-3 pages) which demonstrates to us that you have the judgement and skills to be independently responsible for the operations of MTI as described above, and that you have the interpersonal, financial and business skills needed to form good relationships with all of MTI's current and future stakeholders (maximum 5 pages).

Details of three referees should be provided with your application.

Applications should be addressed to:

The Chair, MTI Selection Panel
P.O. Box 255
Alexandra 3714

and must be received **no later than 9.00am on Monday 25 February 2013.**

Enquiries regarding the position may be made to Rowena Naufal, telephone 0400 182 518.