

Position Description

RTO Senior Specialist

Registered Training Organisation

People & Stakeholder

Objectives	• Lead RTO compliance and quality activities through the development and implementation of frameworks, policies and procedures, audits and continuous improvement initiatives. • Continued refinement and implementation of the RTO management systems to deliver and report on compliance, training delivery and risk. • Undertake strategic and continuous improvement initiatives relating to the training and competency of the TasNetworks operational workforce, contractors and other relevant stakeholders
Role Specific Accountabilities	• In their absence, act in the CEO of the RTO position • Design, implement & monitor compliance frameworks to enable compliance with VET regulatory Acts & Standards. • Explore, develop, implement and embed innovative strategies to collaborate with the RTO team and senior leadership • Lead the development, review and maintenance of RTO Policies and procedures • Maintain compliance documentation and audit evidence • Lead and coordinate the implementation of continuous improvement actions • Identify and report on compliance risks • Undertake financial planning for RTO activities including development and submission of funding submissions • Provide guidance to trainers, assessors, and staff on compliance requirements • Lead and conduct internal audits for the RTO • Coordinate and prepare reports to the Australian Skills Quality Authority (ASQA) and Skills Tasmania, ensuring ongoing compliance with regulatory requirements & reporting obligations • Foster a culture of collaboration, accountability and professional growth within the team



Our behaviours be **curious** be **brave** own it

	- Facilitated state-wide professional development VET sessions to maintain RTO status. - Any other duty or task as reasonably and lawfully directed by TasNetworks.	
To be successful in this role	- Certificate IV in Training and Assessment or higher 10+ years working and leading in a Vocational Training, Learning & Development environment is essential. - Proven experience in the VET sector with ESI sector and renewables preferred. - A demonstrated, deep knowledge and understanding of vocational education Acts, Standards, national training packages and compliance frameworks - Expertise in evaluating training programs, reviewing policies and ensuring training outcomes meet regulatory requirements - Demonstrated ability to maintain up-to-date knowledge of vocational education and training (VET) compliance requirements and emerging regulatory change	
Compliance Requirements	- A satisfactory National Police Record check to confirm eligibility for the role - Be prepared to submit a Fit and Proper Person Application for ASQA	
Reports to: Leader RTO	Direct reports: 0	Approved: July 2026

