

Curriculum Vitae

PERSONAL DETAILS:

Name: Peter Devey
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QUALIFICATIONS:

Diploma of Human Resource Management
Bachelor of Business (Health Administration)
Graduate Diploma of Further Education and Training (Awarded a Dean's Commendation)
Certificate III in Live Theatre, Production and Events,
Certificate IV in Training and Assessment

SUMMARY:

I have seventeen years' experience in the Training sector. I am highly skilled in the areas of customised training solutions, developing workforce training solutions, VET funding models and innovative training strategies.

My advanced human resource management and financial administration skills have been gained through my experience as Director of Finance and Administration of three Public Hospitals where I was responsible for the management of the human resources, financial management maintenance and operational areas of the hospital.

I have extensive administrative experience in the Queensland Public Sector 1974 – 1997 holding classified positions up to and including AO6. I have advanced interpersonal skills gained through my experience in the Public Sector, mediation and leadership training and as President of bodies such as sporting clubs, Theatre societies and Toastmasters.

I am especially skilled at building effective, productive working relationships with stakeholders, clients and staff. I have highly developed financial and human resource management competence, along with negotiation, analytical, organisational and public relations skills.

STRENGTHS:

- ✓ **Exceptional communication skills** with the ability to liaise with people on all levels of understanding.
- ✓ Active listening and questioning skills that ensure a high level of customer satisfaction as evident in my **open and transparent communications** with staff, students and key stakeholders.
- ✓ Extensive **knowledge of industrial relations** gained through my active involvement in the Human Resource Sector and lifelong education.
- ✓ Ability to **function effectively under pressure**, and accommodate multiple demands for the commitment of time, energy and resources both independently and as part of team.

OTHER EXPERIENCE:

Registered Teacher with the Queensland College of Teachers Reg No 782708

Accredited and practicing mediator with Queensland Justice since 1997

Delegate to Queensland Public Sector Union(QPSU)/Together Queensland State Council since 1996

Junior Vice President QPSU 2002-2003

Honorary Treasurer QPSU/Together Queensland 2006 – 2014
Assistant Treasurer 2015 - current

Toastmaster (Accredited Communicator Bronze/Accredited Leader Bronze)

PROFESSIONAL EXPERIENCE:

Business Management Teacher
Faculty of Business and Leadership
TAFE QLD South West

February 1998 – December 2014

Achievements to date:

- ✓ Leading Vocational Teacher, coordinating the delivery of vocational courses in the disciplines of human resource management and business.
- ✓ Demonstrated best practice in the management of teaching and learning activities (including delivery, assessment and evaluation) including the development of flexible/innovative learning options, products and solutions.
- ✓ Sound Knowledge of the education and training sector and responded positively to new directions and demands of the training market.
- ✓ Demonstrated my capacity for leadership, self-management and ability to work effectively as a team member, with the capacity to accept, promote and manage change while utilising my well developed interpersonal and communication skills.
- ✓ Sound knowledge of safe, equitable and anti-discriminatory work practices and demonstrated ability to be flexible, responsive and deliver quality client service.
- ✓ Demonstrated commitment to self-development with the focus on qualifications/skills update and contemporary industry practices.

Responsibilities:

- Display teaching competence/ability to acquire teaching competence.
- Lead and manage teaching and learning for the classroom, industry, distance and web based clients.
- Utilise flexible, blended and distributed learning techniques, options and products to meet the changing needs of various client groups.
- Develop effective working relationships with students, client groups and Institute staff by participating in team meetings, industry reference groups, student events and Institute forums.
- Ensure that students/clients develop and practise accepted safety procedures in a learning environment.
- Contribute to research and planning/programming, development, implementation and review of subjects/courses.
- Participate in appropriate staff development programs to develop and maintain currency of personal and professional skills, knowledge and attitudes.
- Establish and moderate evaluation and assessment systems that meet occupational skill standards (ie Australian Qualifications Training Framework requirements) and that allow portability of credentials and credit transfer.

Key Achievements:

- ✓ Successfully led and managed 40 delivery staff and associated resources across nine (9) remote campuses to meet performance targets whilst complying with AQTF, AVETMISS and ISO requirements.
- ✓ Provided specialist support and advice to delivery teams which facilitates best practices in delivery and ensures all programs and staff are compliant with the relevant legislation
- ✓ Developed partnerships to provide innovative customer focused solutions for new niche markets within a competitive environment whilst growing the Faculty in regional and state priority areas
- ✓ Provided sound industrial relations advice to ensure the Institute would thrive in the rapidly changing VET environment through the effective implementation of the Queensland Skills Plan.

Responsibilities

- Provide management, support, leadership and manage professional development programs for all delivery staff
- Manage the delivery of vocational education and training programs within the framework of the annual resource agreement
- Facilitate the delivery of all programs and services in accordance with relevant legislation and with contract conditions
- Plan and manage all aspects of financial allocation for the program including the analysis of financial status and optimizing the revenue earning potential of the Institute

Achievements:

- ✓ Develop, deploy and retain talented staff including completing performance appraisals, personal development and succession plans effectively and on time in accordance with the established performance management
- ✓ Developed and implemented the migration the patient record system to a terminal digit filing system, this storage and retention of patient records, accurate and considerably savings in time and budget
- ✓ Project managed several refurbishments including hospitals, office space and medical residences to be more efficient, ergonomic and professional
- ✓ Part of the working party which developed a training module for cost centre management for the Darling Downs Regional Health Authority, this then lead to a working knowledge of cost centre management for Queensland Health staff across the state
- ✓ Developed and lead strategic workforce planning for the 5 hospital sites, across a significant geographical area, including establishing strategic human resource priorities and action plans.

Responsibilities

- Responsible for leading the human resource management and industrial relations functions
- Responsible for the hospital's financial and non financial targets and KPI's,
- Lead the development of a coordinated an integrated approach to industrial relations, that included medical, administration and operational staff
- Provided all necessary administration and financial support to the hospital management team, ensuring timely accurate reporting, forecasting and analysis to allow informed decision making to a wide range of stakeholders
- Provided leadership in all finance and administration matters pertaining to the hospital
- Provide substantive assistance and advice to the cost centre managers and the senior management team
- Provided advice on financial management practices and procedures, budgeting, reporting, and project related financial management
- Provided leadership in the preparation of budgets, procurement, contracts and other financial reports and ensure compliance with the Financial Administration and Audit Act
- Directed and manage monitoring processes for budgets and financial transactions, preparation of books of accounts, establishment of internal controls, and ensure timely and accurate financial reporting
- Work with health staff to facilitate innovation and continuous improvement in administrative, financial and IT procedures.

Achievements:

Operated a successful small mixed grocery business

Responsibilities

- Daily operation of business
- Customer Service
- Stock control including ordering, identification of slow moving stock and strategies to improve turnover
- Annual stocktaking
- Staff recruitment, management and retention

In conjunction with my business partners managed every facet of a small business.

Unit Manager, Wolston Park Hospital
Queensland Health

1985 – 1988

Achievements:

- ✓ Implemented some strict safety measures to ensure all staff were safe and incidences were report and followed up
- ✓ Refurnished office space to ensure efficient and maximise use of space, this included changing under utilised office space to a clinical space, this lead to a significant savings in budget and improved the clinical practices
- ✓ Appointed as the first non clinical roster clerk, responsible for rostering 400 psychiatric nursing staff, across a 24 hour/7 day a week roster. In this time I streamlined the application for roster preferences

Responsibilities

- Responsible for the budget performance of a 3 ward unit
- Dual reporting to Queensland Health & Department of Veterans Affairs
- Provided all necessary administration and financial support to the unit management team, ensuring timely accurate reporting, forecasting and analysis to allow informed decision making to a wide range of stakeholders
- Provided leadership in all finance and administration matters pertaining to the unit

PROFESSIONAL DEVELOPMENT ACTIVITY:

Conflict Resolution
Mediation Training (Nationally Accredited since 2009)
Ethics in the Workplace
Situational Leadership
Glasser Choice Workshop
Validation Workshop
Digital Futures for Learning & Assessment
Creative Media Software
BKSB – Literacy & Numeracy Assessment Tool
AVETMISS
Stress Management

INTERESTS:

- Travelling

- Community Theatre

- Playing and performing music

- Golf