

CURRICULUM VITAE

Name: **JOHN (CHARLIE) WAITES**

Career Objective

- To further apply many years of experience in staff development, training, design and tuition methods to industry.
- To assist organisations in achieving the highest possible standards of personnel performance.
- To motivate and lead staff in taking pride in their workplace, becoming active team members of the organisation and taking due responsibility and credit for their work.
- To promote and develop a training culture across all sectors of industry.

Career Summary

I have worked in the private sector of the forest industry for over 30 years, developing a comprehensive, hands on understanding of both technical and professional positions. My proven track record in the field of personnel, with a particular interest in training and development has given me tremendous job satisfaction during the course of my career. Designing, implementing and evaluating training has been a continuing component of my work and for this purpose I have a sound understanding of Competency Based Training (CBT) methodology and Training Packages. I have had success in liaising with government agencies to acquire funding for training and as part of this function I have a sound understanding of the requirements of report writing to government departments including; (DEETYA for the WELL program and DET).

Personnel Development

Act as facilitator/adviser for organisation in determining:

- Individual needs
- Work group needs
- Organisational needs
- Development of programs to address these needs

The scope of the above was across the whole organisation, including; Production, Maintenance, Forest Overseers, Clerical and other professionals.

Training Programs

- Applied Recognition of Prior Learning (RPL) and Recognition of Current competencies (RCC).
- Co-ordination and development of training and skills enhancement programs in relation to organisational priorities and structural efficiency principals.
- Specific skills development across all divisional sectors.
- Identification of training requirements for specific groups/committees and evaluate training programs that address their needs.
- Evaluate training programs/packages in relation to corporate plan.

Evaluation

1. **Workforce Planning**

- Evaluation of operational skill requirements
 - Manning Reviews
2. **Skills Profiles**
- Skills audit
 - Skills requirements
 - kills accreditation
3. **Performance Evaluation**
- Development of assessment/review processes
 - Performance review of individuals

Staff Relations

- Facilitation of communication between management and employee groups
- Facilitation of consultative processes
- Co-ordination of induction processes
- Monitor career paths and IR implications

Professional Development

2008	OHS General Induction for Construction Work in NSW
2008	TAA40104 Certificate IV in Training and Assessment (Upgrade)
2006	PRS40103 Certificate IV in Security & Risk Management
2005	BSZ40198 Certificate IV in assessment & Workplace Training
2001	Diploma in Frontline Management
2000	Certificate IV in Forest and Forest Products (Sawmilling & Processing)
2000	Diploma in Training and Assessment Systems
1998	Certificate IV Workplace Trainer (Category II) Coaching Skills Negotiation Skills
1997	Intermediate/Advanced Word V6 Introduction to Excel V5 Accident Investigation
1996	Workcover NSW accredited Certification Assessor (Classes LF,LS,LL,LE,CN,CV,C2,C6,DG,SB,SI,RB,RI) Integrating Literacy and Numeracy into the Workplace, TEMS
1995	Conflict Resolution, Australian Institute of Management Workplace Assessor in Forestry Workplace Assessor, UTS Training Management and Practice, Stott's College
1994	Introduction to Computers, Workshop Senior RPL Consultants Course
1993	VETAB Course Accreditation Developing Competency Based Training
1990	Management Development Training
1987	Train the Trainer Course, Australian Institute of Management
1982	Workcover national Licence (Classes CO,DG,LB,LE,LL,LS,RA,SA)

Completed Units of Competency

FPICOR2203A – Follow environmental care procedures
FPICOR2205A – Follow OHS policies and procedures
FPIHAR2201A – Trim and cross cut harvested trees
FPICOR3203A – Evaluate fire potential and prevention
FPICOT3226A – Shift forestry logs using truck
FPIHAR3203A – Conduct crawler operations
FPIHAR3204A – Conduct skidder operations
FPIHAR3205A – Conduct loader operations
FPIHAR3206A – Conduct forwarder operations
FPIHAR3207A – Conduct feller buncher operations
FPIHAR3209A – Conduct excavator operations with grabs
FPIHAR3210A – Conduct mechanical processor operations
FPIHAR3214A – Operate a single grip harvester
BSBCMN415A – Manage first aid policy
BSBCMN416A – Identify risk and apply risk management process
BSBCMN420A – Write complex documents
BSBAUD501A – Initiate a quality audit
HLTFA402B - Apply Advanced First Aid

Employment History

Nov 2007 - Current	Southern Training Organisation Pty Ltd
Chief Executive Officer	Southern Training Organisation is a registered Training Organisation based in Eden, NSW. The company is responsible for the management of the Eden Logging Investigation and Training Team Inc.
Sept 1982 – Oct 2007	South East Fibre Exports Pty Ltd EDEN, NSW 2550
Executive Officer	Registered Training Organisation (South East Fibre Exports) Maintain compliance of RTO, by conducting annual internal/external audits, and the reporting of outcomes to senior managers of organisation and government agencies
Training/Development Coordinator (11 Years)	Supervision of Site Trainers and Production Personnel Implementation, planning and co-ordination of training for maintenance, production, clerical and forestry staff. Responsible for documenting, reporting, costing and recording of all staff training on database. This position includes those of Training Officer position(See below). Disseminating information where required on government training polices.
Training Officer (6 Years)	Responsible for development, organisation and conducting of all training courses, including: <ul style="list-style-type: none">• Mill Plant Operation• Mobile Plant Operation• Chainsaw (Level 1/2)• Frontline Management• Supervision• Team Building (Problem solving, Decision Making, etc)• Rigging/Dogging• Scaffolding• Mobile Crane Operation <p>Other major responsibilities include: Needs analysis, Writing script for training manuals; Proposal and submission to executive management; Budgeting & justification; Curriculum development</p> <p>Also providing consultancy and facilitation skills to teams, groups, department in the areas of: Problem Solving; Team Building; Process Observation; Conducting Meetings; Conflict Resolution.</p> <p><i>Key Achievements</i></p> <p>Increased productivity Successfully negotiated career path structure with unions</p>
Plant Operator/Instructor (2 Years)	Reporting to Production Manager. Responsible for training of mobile plant operators in the production and log yard areas.
	<i>Key Achievement</i> Implementing a recognised structured training program. Significantly reducing plant downtime to an acceptable level.
Mobile Plant Operator (5 years)	Reporting to production supervisor. Operated log-loaders, Bulldozers, Mobile cranes and various other types of equipment.

Employment History Cont.

June 1979 – June 1982

Duncan's Holdings Pty Ltd
EDEN, NSW 2550

Mill Operator/Trainer
(2 Years)

Reported to production supervisor. Operated and trained personnel on multi edger, Band and Docking saws, also responsible for timber quality.

Key Achievement

Implementation of quality control measurement.
A multi skilled workforce.
Introduction and training of production teams.

1974 - 1978

Integrated Forest Products Pty Ltd

**Plant Operator /
Log yard Leading Hand**
(4 Years)

Reported to mill supervisor, operated in all areas of sawmill and log yard plant.

Professional Industry Associations

- Member, Australian Institute of Training and Development (AITD)
- Secretary/Treasurer, Australian Timber Trainers Association Ltd (Founding Member)
- National Assessors Association

Non Industry Associations

- Instructor/Assessor, St Johns Ambulance First Aid
- Divemaster, NAUI Scuba Divers Federation