

	Position Title: Senior Trainer & Assessor		Team: People, Culture & Information Systems		Region: Central
	Supervisors: Training Compliance & Administration Manager	Delegations and Authorities: In Line with Delegations Policy		Band: C	Date Completed: 3rd August 2018

ORGANISATIONAL INFORMATION

OUR VISION AND FOCUS		ROLE CONTEXT	
<p>All children should have a good childhood, growing up feeling safe, nurtured and with hope for the future.</p> <p>Berry Street chooses to work with children, young people and families with the most challenging and complex needs. We work across metropolitan, regional and rural Victoria.</p> <p>To achieve our Vision, Berry Street delivers a wide variety of programs, from those aimed at strengthening families and communities through to those that focus on helping people recover from the trauma of violence, abuse and neglect.</p> <p>We also engage government, other community organisations and the general public in child-focussed advocacy and knowledge sharing.</p>		<p>Berry Street has been a Registered Training Organisation (RTO) and Adult, Community & Further Education (ACFE) provider since 2006, delivering a selection of accredited and pre-accredited courses to a range of students.</p> <p>Since 2015, we have been delivering qualifications to internal and sector staff in order to build professional skills and knowledge, and improve outcomes for our clients. We currently deliver the Certificate IV in Child, Youth and Family Intervention to residential care staff and will commence delivery of the Diploma of Community Services. It is our aim to provide high quality training and educational and vocational pathways for our clients and staff.</p> <p>The role sits within the People Culture & Information Systems (PCIS) Team and will work closely with staff from other Berry Street programs.</p>	
OUR VALUES		PRIMARY OBJECTIVES OF THE ROLE	
<p>Berry Street expects all staff to apply these Values in all aspects of their work.</p> <p>Courage: To be the best we can be and to never give up</p> <p>Integrity: Expect a personal and organisation commitment to honesty</p> <p>Respect: Acknowledge the importance of each person's heritage, traditions, identity, needs and aspirations</p> <p>Accountability: Be responsible for our own actions</p> <p>Working Together: Work with our clients, each other and our colleagues to share knowledge, ideas, resources and skills.</p>		<p>The Senior Trainer & Assessor will work closely with the Manager Training Compliance & Administration, RTO Coordinator and Senior Manager Learning & Development to ensure quality learning outcomes for students. This position involves the development, delivery and assessment of accredited training to Berry Street and community services sector staff; the support and mentoring of students to ensure quality learning outcomes and retention; and ensuring RTO compliance requirements are met.</p>	
		REPORTING RELATIONSHIPS	
		<p>This role is based at our Richmond Office. It is part of the broader PCIS Team which also includes Human Resources, Recruitment, Payroll, Information Technology, Corporate Quality and Learning & Development.</p> <p>This role reports to the Manager, Training Compliance & Administration who will provide supervision and review. This role works in conjunction with other team members.</p> <p>This is a fixed term position of 12 months duration.</p>	

EXPECTATIONS	
<ul style="list-style-type: none"> Conduct themselves in accordance with the Berry Street Code of Conduct which is underpinned by the values of accountability, courage, integrity, respect and working together. Have a demonstrated understanding of and commitment to the principles of equity, diversity, continual improvement, risk management and occupational health and safety. Berry Street supports White Ribbon, Australia's campaign to stop violence against women. There is an expectation that staff never commit, excuse or remain silent about violence against women. Berry Street are committed to the safety, participation and empowerment of all children, including those with a disability and culturally and/or linguistically diverse backgrounds. Berry Street are also committed to cultural safety, inclusion and empowerment of Aboriginal children, their families and communities. 	
KEY SELECTION CRITERIA: KNOWLEDGE, SKILLS AND ABILITIES REQUIRED TO FULFIL THE ROLE	
<ul style="list-style-type: none"> Experience in delivery and assessment of accredited training programs at an AQF Level 5 or above. Experience in developing training and assessment materials at an AQF Level 5 or above, particularly classroom delivery resources e.g. session plans, power point presentations, activities etc. Sound knowledge of a range of adult teaching and learning practices that lead to improved student outcomes. The ability to liaise with and work effectively with other stakeholders (internal and external) to deliver quality student outcomes. Highly effective organisation and communication skills. The ability to engage with a cohort of learners and be adaptive to individual learning needs. An understanding of VET reporting and compliance requirements. Demonstrated ability to flexibly manage competing priorities and stressful situations, monitoring own stress levels and practicing and promoting self-care strategies. 	
QUALIFICATIONS AND OTHER REQUIREMENTS	DESIRABLE
<ul style="list-style-type: none"> TAE40116 Certificate IV in Training & Assessment or TAE40110 Certificate IV in Training & Assessment plus the units TAELLN401 & TAEASS502. Qualification in Community Services, Social Work or related discipline at a minimum Diploma level Experience working within residential care and case management services at a supervisory, Team Leader, Case Manager or Senior Manager level Staff must hold a valid WWCC, current drivers licence at all times and undergo a Criminal Records Check prior to employment. Subsequently, staff must report any criminal charges or court appearances. 	<ul style="list-style-type: none"> Experience using VETtrak

KEY ACCOUNTABILITIES AND RESPONSIBILITIES

ACCOUNTABILITY	SPECIFIC RESPONSIBILITIES
Deliver & Assess Training	<ul style="list-style-type: none"> • Deliver and assess training, in a variety of locations across Victoria, to Berry Street and other community services sector staff. • Coordinate and supervise guest speakers and other trainers. • Collaborate with other staff in the delivery of course material and in the management of students. • Conduct RPL, as required.
Student Engagement & Support	<ul style="list-style-type: none"> • Ensure students are motivated and supported to achieve quality learning outcomes. • Identify individual learning needs and adapt course delivery and assessment accordingly. • Provide first point of contact for all student enquiries regarding course content and assessments. • Monitor student progress and implement intervention strategies to support student retention and completion. • Identify and address any student language, literacy and numeracy concerns. • Provide individual mentoring and assistance, as required. • Coordinate student study and support groups. • Notify TCA Manager or RTO Coordinator of student related performance and behaviour issues that aren't resolved at a local level.
Course Development & Review	<ul style="list-style-type: none"> • Develop new accredited training materials and assessment strategies. • Review and update course materials, resources and assessment strategies, as required. • Participate in validation sessions.
RTO Procedures & Compliance	<ul style="list-style-type: none"> • Enter relevant data in VETtrak system. • Contribute towards maintaining RTO compliance. • Maintain general VET sector knowledge. • Attend appropriate industry and VET professional development opportunities. • Attend meetings and write reports, as required. • Conduct oneself in accordance with Berry Street's Values and policies and procedures.
	<ul style="list-style-type: none"> • Other duties, as directed.

CONDITIONS OF EMPLOYMENT

1. This position is for 76 hours per fortnight. There is no paid overtime, but any extra hours worked will be accrued as Time-in-Lieu according to the *Berry Street Victoria 2014-2017 Agreement*.
2. You will initially be employed at our Richmond Office. You may be required to work from other Berry Street sites (on a temporary or permanent basis) as directed from time to time.
3. Terms and conditions of employment are in accordance with the Berry Street Victoria 2014-2017 Agreement, which includes above Award payments and eligibility for remuneration packaging. Salary packaging up to \$15,900 is available to Berry Street employees who meet the eligibility criteria outlined in our Salary Packaging Policy.
4. The base salary for this position is \$84,976.40 under the *Berry Street Victoria 2014-2017 Agreement*. The value of the salary can be increased through salary packaging.
5. You will be eligible for an annual motor vehicle allowance of \$10,500 (pro rata). This allowance is all inclusive for motor vehicle costs incurred during employment with Berry Street.
6. Agency vehicles are available for authorised use and these should be used at all times for work-related purposes, in accordance with the Berry Street Motor Vehicle Policy. However, if you are authorised to use your own vehicle for work-related purposes, you will be paid an allowance per kilometre, which includes provision for comprehensive insurance and other running costs. Berry Street is unable to insure private vehicles owned by staff and will not accept any liability for damage to any staff vehicles incurred while being used for work-related purposes.
7. Superannuation will be paid according to Superannuation Guarantee into a compliant fund of your choice or into HESTA Superannuation Fund.
8. The successful applicant will be required to undergo satisfactory pre-employment checks, including 2 professional referees, a pre-existing injury/disease declaration, a criminal records check and proof of identity and qualifications.
9. The successful applicant will initially be employed for a probationary period of 3 months. During this period, either party can terminate employment with one week's notice. A probationary review before 3 months will be undertaken.
10. Under Victorian WorkCover legislation, it is the applicant's duty to advise Berry Street of any pre-existing medical condition, which could be aggravated by the type of employment for which they are applying. The existence of a medical condition will not preclude you from employment, unless you are unable to perform the inherent requirements of the position. However, failure to disclose any relevant injury or disease will jeopardise any entitlement you may otherwise have for a work-related aggravation of that non-disclosed pre-existing condition.
11. Berry Street has a smoke-free workplace policy.

INHERENT REQUIREMENTS OF WORK ACTIVITIES / ENVIRONMENT

Following is a table that outlines the main physical and psychological requirements of the position.

Element	Key Activity	Frequency
Work Environment	Manage demanding and changing workloads and competing priorities	Daily
	Work in a team environment	Daily
	Work in different geographic locations	Regular
	Be exposed to all outdoor weather conditions	Occasional
	Work office hours with the possibility of extended hours	Regular
	Work in an open plan office	Daily
	Work in buildings which may be two-storey	Daily
	Sit at a computer or in meetings for extended periods	Daily
Manual Handling	Undertake manual handling (e.g.: lifting, pulling, pushing, moving, transferring, twisting, supporting) of equipment, which would be of varying weight and size	Occasional
People Contact	Liaise with government, non-government and community organisations	Regular
Administrative Tasks	Interact with members of the public who may display the full range of emotional expressions, including parents, partners, significant others, family members, advocates, doctors, police	Occasional
	Undertake administrative tasks which may include the following: computer work, filing, developing project plans, writing reports and submissions, participating in meetings, concentrating for long periods of time, managing resources and budgets, researching and analysing information & data.	Daily
Other	Use technology including photocopier, telephones including mobiles, fax, overhead projectors, televisions, videos and electronic whiteboards.	Daily
	Drive vehicles possibly over long distances and in all traffic and weather conditions	Regular