

## POSITION DESCRIPTION

|                               |                                                                   |
|-------------------------------|-------------------------------------------------------------------|
| <b>Position Title:</b>        | Sessional Trainer - Commercial Programs                           |
| <b>Business Unit:</b>         | genU Training                                                     |
| <b>Business Division:</b>     | Recruitment, Employment and Training                              |
| <b>Reports To:</b>            | Commercial Programs Manager                                       |
| <b>Classification:</b>        | Karingal Training Enterprise Agreement - EBA<br>Sessional Trainer |
| <b>Date Prepared/Updated:</b> | 6 December 2022                                                   |

### The genU way

genU is short for Generation You. Because whatever generation you belong to, whether you're young, old, or somewhere in between, what unites us is the belief that neither disability nor ageing are disadvantages to be endured but challenges to be met boldly, achievements to be had and adventures in the making. Our mission is to enable each person we support to live the life they choose.

## OUR VALUES



### Business Unit Overview

As a division of not-for-profit organisation genU, we're proud to deliver valuable, job-ready and nationally recognised qualifications and vocational short courses producing genuine results for job seekers and people wanting to advance their careers.

With campuses across the state, we offer a mix of courses with a focus on caring for and supporting everyone in our community.

We work with individuals and job service providers to match appropriate courses to students' individual needs. Or you can use our corporate and group training to place your business or organisation ahead of the field

### Position Purpose

The objective of the Sessional Trainer's role is to plan and deliver quality-training programs (relevant to their area of competence) to the clients of genU Training. Sessional trainers are

responsible for:

- Delivering professional and engaging training in line with the Australian Quality Training Framework, State and Federal legislation and relevant genU policies and procedures
- Associated administration

The position is directly responsible to the Manager for key accountabilities and the achievement of Key Performance Indicators.

- Participate in processes that ensure ASQA compliance and continuous improvement
- Deliver dynamic and professional training in line with Mental Health First Aid Australia guidelines
- Deliver training in Diversity and Inclusion including areas such as Disability Awareness, Cultural diversity
- Deliver training to participants in both classroom, workplace and e- learning environments
- Complete all relevant documentation required by genU training compliance team in a timely manner
- Document placements as required by the compliance team
- Delivery and continuous development of industry specific competence

### Key Accountabilities of Role

- Delivery of high-quality services to existing and potential clients
- Demonstrated compliance with genU Policies, procedures, and work instructions.
- Successful and timely completion of all documents/reporting to a high standard in terms of quality and compliance
- Follow and contribute to continuous improvement procedures
- Positive contribution to the training team
- Performance of general position responsibilities to a high standard
- Follow genU code of conduct at all times

### Key Working Relationships:

#### Internal:

- genU training team
- genU branch managers and corporate services

#### External:

- Current/potential students
- Corporate clients / organisations
- MHFA

|                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|-----------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Key Selection Criteria &amp; Qualifications:</b> | <p><b>Qualification:</b></p> <ul style="list-style-type: none"> <li>• Accredited Mental Health First Aid Instructor with Mental Health First Aid Australia</li> </ul> <p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• Solid understanding MHFA guidelines and/ or Diversity and Inclusion programs</li> <li>• Experience/skills in development, coordination, of Mental Health First Aid programs and/or Diversity and Inclusion programs.</li> <li>• Demonstrated experience in delivering effective training programs and conducting assessments</li> <li>• Highly developed organisational and problem-solving skills with a proven ability to work autonomously</li> <li>• Highly developed interpersonal skills- including high level oral/written communication skills</li> <li>• Strong administration and office management skills</li> <li>• Demonstrated skills in Microsoft office software package</li> <li>• Qualifications in the below: <ul style="list-style-type: none"> <li>○ Mental Health First Aid</li> <li>○ Diversity and Inclusion</li> </ul> </li> <li>• Current valid driver's licence and willingness to travel is required</li> <li>• Working with Children's check</li> <li>• NDIS Worker Screening Check</li> <li>• NDIS Worker Orientation Module Certificate of Completion</li> </ul> |
| <b>Cultural Fit:</b>                                | <p>In addition to the selection criteria outlined above, the successful applicant must be able to demonstrate they are committed to the genU Vision, Mission and Values and will bring a collegial approach to the genU workforce and incorporate these values and behaviours.</p> <p>genU values diversity and encourages applications from Aboriginal and Torres Strait Islanders, people with disabilities and from culturally and linguistically diverse backgrounds. genU is committed to making reasonable adjustments where operationally viable.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

**General  
Information:**

Employment terms and conditions are provided according to relevant award/agreement.

This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role.

It is not intended to be an exhaustive list of all responsibilities, duties and skills required. genU reserves the right to modify position descriptions as required. Employees will be consulted when this occurs.

genU recognises the increased importance of workplace flexibility and will reasonably consider requests for flexibility to balancing work, life, and family needs.

genU is proud to be a child safe organisation with the genU “Keeping Children Safe” policy and adherence to the national child safe standards.