

POSITION DESCRIPTION

POSITION TITLE:	SESSIONAL TRAINER		
COMPANY DIVISION:	genU	UNIT:	Employment and Training
OFFICE LOCATION:	****		
REPORTS TO:	Site Manager		
OTHER PROFESSIONAL RELATIONSHIPS:	<ul style="list-style-type: none"> • genU training team • genU branch managers and corporate services • Current/potential students • Clients • Host work experience contacts • Funding bodies, regulators and auditors 		
CLASSIFICATION & CONDITIONS:	EBA		
STATUS:	Sessional		

THE COMPANY

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.

genU has been 60 years in the making. Bringing together the best of two trusted and respected organisations, Karingal and St Laurence, genU builds on this experience, adding a new ambition: to become the leader in what we do.

We want everyone's lives to be happier and healthier, especially people with disabilities, the ageing and those experiencing disadvantage.

Our mission is to enable each person we support to live the life they choose. We do this by helping our clients re-join the workforce, master everyday tasks or access community services.

Vision: To build inclusive communities

Mission: Create and deliver innovative services that empower people, in the communities we serve, to reach their full potential.

POSITION:

GENU VALUES

VALUE	BEHAVIOURS
Welcoming	You're part of our family
Respectful	We will treat you the way we would want to be treated
Integrity	Earning your trust by always adhering to our values
Courageous	We bravely drive innovation and advocacy to assist you to live the life you choose
Excellence	We are proud in our pursuit of the highest quality, reflecting our commitment to delivering the best

The genU values have been articulated to advise employees about the sorts of behaviours expected of them in the workplace.

DESCRIPTION OF DIVISION

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 in Geelong, Melbourne, Ballarat, Colac and Warrnambool, we offer a mix of courses with a focus on caring for and supporting everyone in our community.

genU Training is both a Victorian Registered Training Organisation (RTO 5553) and an industry-training partner for the National Employment Services Association.

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

PURPOSES OF THE POSITION

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
- Sourcing and organising student work experience placements
- Associated administration

SUMMARY OF POSITION RESPONSIBILITIES

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

POSITION:

- Participate in processes that ensure ASQA compliance and continuous improvement
- Participate in the development of assessment strategies and tools and assess, moderate and report on student learning outcomes
- Deliver dynamic and professional training
- Conduct and initial training review to determine individual learning needs of clients
- Assess learner competencies in both classroom, workplace and e-learning environments
- Maintain quality service delivery that optimises stakeholder satisfaction and which is compliant with ASQA Standards for Registered Training Organisations, Government funded training contract requirements and within Victorian and Commonwealth legislation
- Complete all relevant documentation required by genU training compliance team in a timely manner
- Document placements as required by the compliance team
- Development of training material including assessments and learning material
- Delivery and continuous development of industry specific competence
- Contribute to moderation and validation

KEY RESULT AREAS

- Delivery of high quality services to existing and potential clients
- Demonstrated audit compliance with internal and external contracts and legislative requirements- including genU Policies, procedures and work instructions as well as ASQA contract provisions
- 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

OH&S RESPONSIBILITIES

The Board of Directors of genU recognises its moral and legal responsibilities to provide a working environment for its employees, volunteers, contractors, visitors, the general public and those whom we serve (our clients and our residents), that is safe and healthy.

KNOWLEDGE, SKILLS AND EXPERIENCE

SELECTION CRITERIA

Qualifications:

- TAE40110 Certificate IV in Training and Assessment or equivalent

Essential:

- Vocational competence in the relevant courses delivered by genU
- Working with Children's check

POSITION:

- Demonstrated experience in the development of training material, including assessments and learning material
- Solid understanding of relevant quality and regulatory frameworks
- Strong administration or office management skills
- Experience/skills in development, coordination and review of nationally recognised training
- Demonstrated experience in delivering effective training programs and conducting assessments
- Highly developed organisational and problem solving skills with a proven ability to work autonomously
- Highly developed interpersonal skills- including high level oral/written communication skills
- Demonstrated skills in Microsoft office software package

Desirable:

- Qualifications in Mental health, Disability, Community Services, Youth work or Alcohol and other drugs

CULTURAL FIT

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.

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.

INHERENT PHYSICAL REQUIREMENTS OF THIS POSITION			
	Frequency Required		
	Often	Sometimes	Rarely
Bending			
Computer based tasks			
Driving			
Kneeling			
Lifting			
Sitting			
Standing			
Walking			

POSITION:
