

POSITION DESCRIPTION

POSITION TITLE:	TRAINING COORDINATOR		
COMPANY DIVISION:	genU	UNIT:	EMPLOYMENT AND TRAINING
OFFICE LOCATION:	All Regions		
REPORTS TO:	Training Manager		
OTHER PROFESSIONAL RELATIONSHIPS:	<ul style="list-style-type: none"> Training Coordinators, Trainers, Administration officers, Region Managers, Quality Assurance, Government agencies, Commercial customers, genU Training students, Community Service organisations and other External stakeholders as per business needs 		
CLASSIFICATION & CONDITIONS:	Specialist Role – EBA		
STATUS:	FULL TIME ongoing		

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.

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 core purposes of the position of Coordinator:

1. Plan quality accredited and non-accredited courses in various fields including Ageing, Home and Community Care, Alcohol and Other Drugs, Community Services, Disability, Foundation Skills, Mental Health and Youth in a professional and passionate manner.
2. Coordinate accredited training, in line with ASQA, genU's Training' current funding contract, State, Federal legislation and relevant KSL policies and procedures.
3. Assist in the development and implementation of course materials and assessment tools for accredited training programs.
4. Contribute to genU's Training Quality and Assurance Systems.
5. Provide outstanding leadership, supervision and mentoring to genU's Training team of Trainers and Assessors.

6. Coordinate accredited training courses across the Barwon region.
7. Assist in the strategy of business development and growth for the Region.
8. Represent genU Training at networking and corporate events as required

SUMMARY OF POSITION RESPONSIBILITIES

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

KEY RESULT AREAS

Position Scope

- Planning and monitoring the delivery of quality accredited and non-accredited training in Community Services and Foundation Skills
- Coordinating accredited courses in accordance with genU's Training policies and procedures, and in accordance with ASQA's standards, funding requirements and state and federal legislation.
- Coordination and supervision of a team of trainers and assessors.
- Assist in the business development of the region employing innovative strategies to create, engage and maintain external stakeholder relationships

Training & Client Services.

- Coordination of dynamic and professional training courses.
- Accurately assessing student learning needs and arranging/ensuring appropriate and reasonable adjustments and support to maximise individual learning opportunities and outcomes.
- Achieving budgeted KPI's including minimum course student numbers and minimum established / concurrent programs.
- Ensure student learning outcomes are monitored and maintained.
- Complying with all relevant genU policies and procedures, and Legislative requirements.

Documentation and Compliance

- Maintaining 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.
- Upholding all documentation, compliance and reporting requirements of genU Training services.
- Ensuring trainers and assessors are compliant as per ASQA standards, the current funding contract, and genU Training requirements.

Community Engagement

- Consulting with industry and community groups to ensure the continuous relevance of teaching and learning programs.
- Representing the organisation on relevant committees and networks.
- Focussing on developing and strengthening community partnerships and inclusive community options.
- Work to set KPI's in achieving course targets for commercial short courses as well as qualification enrolments. Employ strategies for ongoing performance improvement innovative ways to create sustainable growth for the Barwon region.

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:

Certificate IV in Training and Assessment or a willingness to obtain

TAE40116 or TAE40110 with required upskilling units, or equivalent

Essential:

- Strong leadership and business development capability.
- Outstanding communication and interpersonal skills
- Ability to effectively problem solve and find opportunities and/or solutions

Desirable:

- Working knowledge of ASQA standards and VET quality framework
- 2+ years in VET sector
- Extensive experience in the VET sector, coordinating accredited courses

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	√		