



POSITION DESCRIPTION

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| Position Title | Trainer |
| Delivery Focus Area | Language, Literacy and Numeracy (LLN) |
| Team | Site Team |
| Reports to | Training Co-ordinator |
| Direct Reports | Nil |
| Classification | Operations Stream, Level 3 |
| Location | Refer to Letter of Offer |

POSITION OBJECTIVE

This role is responsible for meeting the needs of customers and stakeholders through the design, delivery, assessment and review of training against relevant training specifications.

The Trainer will need to meet the needs of individuals and contribute to the continuous improvement of the RTOs management system.

KEY RESPONSIBILITIES

1. Management

- Manage all aspects of training and assessment in accordance with the STEPS RTO Service Delivery Model to achieve individual performance goals and contribute to the overall effectiveness of the RTO.
- Assist the Senior Management Team in decision making and strategic planning by providing information on your experiences of delivering this program.

2. People

- Demonstrate a commitment to customer service through the development of training plans that document the individual's needs and learning goals.
- Take responsibility for adopting a continuous improvement approach by developing training and assessment materials that are responsive to the needs of all stakeholders, this may include using various modes of delivery.

3. Communication

- Use communication skills to develop and maintain strong linkages and relationships with customers and the community and establish partnerships with local employers and other community service providers to support the effective delivery of the program.

- In consultation with the Training Co-ordinator participate in community and/or cultural activities, functions and meetings to build community partnerships and contribute to the success of the program.

4. Management Systems

- Maintain detailed knowledge of the STEPS RTO management system, contract guidelines and deeds, and policies and procedures relating to program delivery and take responsibility for ensuring all activities comply with these requirements.
- Contribute to the continual improvement of the RTO management system by completing tasks and providing feedback and recommendations to the Training Coordinator.
- Ensure the collection and entry of data into specified databases occurs in accordance with contractual requirements to ensure reports can be generated and analysed for the purposes of performance measurement and continuous improvement activities.

5. General

- Become familiar and follow all STEPS WHS policy, procedures and work instructions. Take reasonable care for personal health and safety, ensure that acts or omissions do not adversely affect the health and safety of others and comply with any reasonable instruction that allows STEPS to comply with its WHS obligations.
- This position will be required to commit to professional development activities to maintain currency and qualifications as required.
- This position may require travel to regional/remote communities.

KEY SELECTION CRITERIA

- **Mandatory Qualifications/Experience:**
 - a minimum of an undergraduate degree of at least three (3) years duration;
AND
 - either TAE40110 Certificate IV in Training and Assessment **including** a unit in foundation skills **OR** Diploma or higher in Adult Education;
AND
 - at least 100 hours delivering language, literacy and numeracy training

Desired Qualifications:

- a specialist Adult Literacy qualification;
 - a recognised specialist TESOL qualification.
- Demonstrated experience in the assessment of students using the Australian Core Skills Framework.

- Demonstrated experience building relationships with customers to understand their needs and develop innovative training and assessment materials to meet these needs and support the attainment of training goals.
- Demonstrated experience in:
 - the design and development of training and assessment materials,
 - achieving high levels of student participation, retention and completion rates,
 - contributing to validation and moderation activities and,
 - compliance with contractual and regulatory requirements.
- An understanding of contemporary issues in the provision of services to disadvantaged and culturally diverse clients.
- Experience delivering training under the Skills for Education & Employment Program would be an advantage.
- Have the ability to hold all Safety When Working with Children card(s) and/or vulnerable persons cards required under State and/or Federal legislation and/or regulation, and receive acceptable results from any criminal history checks.
- 'C' class driver's licence.

APPROVALS

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| APPROVED BY: | <i>Managing Director</i> |
| DATE: | <i>14 July 2014</i> |