

Position Description



Diversitat is a registered charity that has been serving the Geelong community for more than 40 years. Today we operate across 10 sites delivering a range of services including settlement, training, education, youth programs, financial counselling and disability and aged support. We also operate Pulse radio and TV, the Oppe Shoppe and various events including the famous Pako Festa.

Our aim is to empower individuals and communities to reach their full potential and aspire to provide an innovative and high quality response to the changing needs of a culturally diverse community. We act and behave on a daily basis according to our values of dignity, respect and acceptance, both with our clients and amongst each other. These values are a key part of our identity and are what brings us together and makes us successful at what we do.

Position Details

Position Title	Trainer and Assessor
Job Type	Part Time, Sessional or Casual
Hours of work	Various
Reports to	Course Coordinator
Position Area	Training and Education
Location	Various
Award	Educational Services (Post-Secondary Education) Award 2010
Date	October 2018

Position Requirements

1. Position Purpose	To provide professional training and assessment in the specific program area, and to promote Diversitat in various ways including maintaining and supporting growth of strong community and industry relationships.
2. Main duties	<ul style="list-style-type: none">• Plan, prepare and deliver quality training and assessment according to the training package, accredited course requirements;• In consultation with the Innovation team create and source compliant resources and assessment materials to meet learner needs, the NVR 2015 standards and funding contractual requirements;• Consult with industry and participate in assessment moderation and participate in professional development opportunities;• Adhere to NVR 2015 standards and funding contractual requirements;• Maintain the highest possible professional standards in relation to industry, government funding bodies, colleagues and students to positively promote the social justice and diversity mission of the organisation;• Maintain accurate and secure administrative and student records in accordance with funding and regulatory requirements and organisational policies and procedures;• Attend and contribute to team and organisation planning meetings;• Reflect on, critically evaluate and improve professional knowledge and practice;• Conduct student induction sessions, support students in their learning and assessment and refer to student support services when appropriate;• Other duties as deemed appropriate to the position and as directed by your manager.
3. KPI's	<ul style="list-style-type: none">• All initial assessments marked and returned within two weeks of due date, all resubmits marked and returned within one week of resubmit date;

	<ul style="list-style-type: none"> • 80% student completion rate target; • 95% accuracy of administration requirements; • Participation in 2 approved professional development activities in both vocational area and training and assessment annually; • Provision of quality training which meet the NVR 2015 standards.
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Key Selection Criteria

1. Qualifications	<ul style="list-style-type: none"> • Specific qualification and industry experience as per training package or accredited course requirements; • TAE40110 Certificate IV in Training and Assessment as a minimum; • Working with Children Check.
2. Skills	<ul style="list-style-type: none"> • Highly developed organisational and problem solving skills with a proven ability to work autonomously; • Excellent interpersonal and relationship building skills; • Highly developed written and oral communication skills; • Demonstrated knowledge in the delivery of accredited training programs; • Strong knowledge and understanding of the requirements of the NVR 2015 Standards, nationally accredited training packages and accredited courses and funding contracts.

Other Terms and Conditions of Employment

- All Staff to adhere to Diversitat’s Council’s Equal Opportunity policies, as well as act in accordance with the Charter of Human Rights. Ensure behaviour in the workplace does not discriminate, bully or harass others.
- All staff are to adhere to Diversitat’s OH&S policy including the requirement to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct. Workplace incidents and injuries are to be reported to a nominated OH&S representative, and all staff are encouraged to raise health and safety concerns with management.
- Employment is subject to the satisfactory completion of Record Work Rights Check, a Police Check, Medical Check, Disability Worker Exclusion List Check and/or Working with Children Check. Diversitat will pay for the costs associated with a Police Record Check and /or requested Medical Check. The Working with Children Check cost will be the responsibility of the employee.
- Prior to any person being appointed to this position it will be required that they disclose full details of any previous Workers Compensation claims.
- All other conditions as per Diversitat Policies and Procedures Manual.
- All staff at Diversitat are responsible and will be held accountable for their continuing compliance with our Mandatory Reporting – Child Protection policy. It is expected that all staff will maintain contemporary knowledge of the policy and enact the policy at all times. All staff have a responsibility to raise any concerns they have about child safety to their direct manager or senior manager immediately.

Whilst these conditions are generic in an attempt to provide an overview, specific terms and conditions pertained to an employee are contained in the employment contract. It is not the intent of the position objectives/duties to be entirely prescriptive. The position objectives/duties are a description of the key areas. There may at other times be activities which will be required which are not described herein, however they will not be outside of the position purpose statement and will at all times be made in consultation and agreement with the incumbent.

At Diversitat we are committed to supporting Indigenous Australians, culturally diverse candidates and candidates with a disability gain employment and develop their careers with us – if you meet the above requirements, we encourage you to apply. If you would like further information about this role or if you have any particular access requirements please contact our office.

Acceptance of Offer

I have read, understood and accept the above position description.

Employee Name _____

Employee Signature _____

Date _____

Manager Name _____

Manager Signature _____

Date _____