

Position Description

Training and Development Officer

Created: 1 July 2020

Reports to: Manager Student Engagement/Advocacy

Level of supervision: Routine supervision provided. Will have to undertake stand-alone work

Position type: Part time 0.6 FTE Fixed Term – 2-year contract

Level 4.1

Position purpose

The Training and Development Officer will develop and deliver high standard academic support and transition to work support training programs to University of Melbourne Graduate Students and the wider community. The role will coordinate with the team and help maintain a high quality of operational student engagement standards. The position has delegated authority over technical training guideline standards and systems for service (training) delivery and will be involved in projects to improve employment capabilities of UoM graduates. The Training and Development Officer will provide technical advice to other team members and directs casuals and volunteers on training issues where needed.

Main tasks

Key Responsibilities

- Develop systems and maintain training technical standards for delivering quality training to support academic excellence and transition to work
- Improve operational efficiency in delivery of training programs both face to face and online
- Act with delegated authority over developing new innovative training programs to generate income
- Project management of major training projects under general supervision of Manager Student Engagement/Advocacy
- Reporting on projects and team outcomes to the Manager Student Engagement/Advocacy and undertake regular evaluation
- Bookings and event management, facilitating presentations and webinars online
- Facilitation of volunteer training programs
- Liaising with training provider stakeholders, consultants, suppliers and the University where delegated by the Manager Student Engagement/Advocacy
- Develop reports for the CEO and/Council as required

Key Selection Criteria

Essential Criteria

- Postgraduate level qualification in teaching/training (adult education) with minimum of 3 years work experience
- Certificate IV in training and assessment (current updated qualification)
- High level verbal and written communication skills with the ability to relate effectively with a range of stakeholders
- Able to manage and coordinate independent trainings, both online and face to face

- Demonstrated ability to apply sound organisational and time management skills including the ability to prioritise and schedule trainings, work independently and as part of a team
- Excellent interpersonal and communication skills, including experience in content writing and editing training packages for a variety of audiences
- High level of proficiency in the use of standard application software such as the Microsoft Office suite
- Working knowledge of developing content for developing training packages to increase employment skills
- Strong understanding and/or background in organising and conducting trainings

Desirable:

- Experience in working in registered training organisations/university or TAFE settings.

Please note: This job description serves to illustrate the scope and responsibilities of the post and is not intended to be an exhaustive list of duties. If requested by management or necessitated by the ongoing development of this role, and wherever reasonable, you will be expected to perform other tasks that are related to this specific position description only, i.e. that relate to a role of a Training and Development Officer

Acknowledgement

I certify that I have read, understood and accept the duties, responsibilities, and obligations of my position.

SIGNED BY

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Employee

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Date

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Manager

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Date