

Role Title:	Trainer and Assessor
Business Unit:	Joblink Plus Training
Role Location:	Joblink Plus Training
Role Reports To:	Operations Manager - VET
Direct Reports:	Nil
Award Classification:	Variable

Joblink Plus employees show understanding and empathy for people from culturally diverse and disadvantaged backgrounds.

Purpose of the Role:

1. To deliver training and assessment services to Joblink Plus Training clients, ensuring quality outcomes in vocational training and education.

Role Duties and Responsibilities:

1. Deliver allocated course activities and sessions, engaging participants in quality training activities.
2. Utilise best practice adult learning principles in accordance with Joblink Plus Training and Assessment strategies.
3. Prepare for each training session and ensure sufficient and appropriate training materials and resources are available.
4. Gather feedback, evaluate and review sessions, update and improve resources, materials and techniques as required.
5. Complete all assessment documentation in accordance with approved Training Plan timelines.
6. Complete all administrative requirements in line with the Joblink Plus Training policies and procedures and relevant industry regulations and legislation.
7. Ensure all activities are conducted within allocated discretionary budgets and obtain appropriate level of approval for any potential budget breaches.
8. Participate in the RTO Quality Management System and associated compliance requirements especially as it relates to maintaining vocational currency.

General Accountabilities:

1. Demonstrate the Joblink Plus Vision, Mission and Values.
2. Conduct duties in accordance with Joblink Plus policies, procedures and guidelines.
3. Demonstrate empathy for people from diverse and disadvantaged backgrounds.
4. Minimise the company's exposure to risk.

5. Ensure consistent delivery of the highest level of customer service.
6. Deliver agreed outcomes, on time and in accordance with best practice principles.
7. Develop an organisation environment that values and rewards integrity, trust and innovation.
8. Promote and implement the principles and practices of Equal Employment Opportunity (EEO) and Workplace Health & Safety (WH&S).
9. Promote and implement the principles of personal accountability with relation to discrimination in the workplace, accepting responsibility and answering for the outcomes of your choices, behaviours and actions.
10. Apply continuous improvement principles and practices to all aspects of operation.
11. Maintain confidentiality in all Joblink Plus operations.
12. Develop and maintain solid working relationships with your Business Manager, team and stakeholders.
13. Conduct all relevant administrative functions in a timely and accurate manner.
14. Perform other duties as directed (within the skill range of the employee).

Inherent Requirements

Skills	<p>Written and verbal communication, able to build rapport and sustain working relationships</p> <p>Time management and organisation, able to multitask and meet strict deadlines</p> <p>Training tools and resource development</p> <p>Research & analysis</p> <p>Problem solving & logical thinking</p> <p>Sound judgement & decision making</p> <p>Administration, reporting, computer applications, MS Office Suite</p>		
Behavioural	Resilience	Leadership	Organised
	Empathy	Teamwork	Professional
	Integrity	Autonomy	Innovative
	Initiative	Driven	Flexible & Adaptable
Knowledge	<p>Comprehensive knowledge of industry in discipline qualified.</p> <p>Comprehensive understanding of training materials to be delivered.</p> <p>Knowledge of <i>Standards for Registered Training Organisations</i>, NSW Smart & Skilled framework and relevant legislative instruments to training.</p> <p>Current industry knowledge and skills in the relevant discipline.</p>		
Qualifications	<p>TAE40116 Certificate IV in Training and Assessment, or TAE40110 + LLN unit and Design and Develop Assessment Tools unit (or willingness to obtain prior to 1 April 2019)</p> <p>Vocational competencies at least to Certificate III in the relevant discipline</p>		

Experience	<p>Training facilitation and assessment in an adult learning environment.</p> <p>Training evaluation, methodology and analysis.</p> <p>Minimum five (5) years industry experience relevant to training to be delivered.</p>
Licences	<p>Current Australian Class C drivers licence.</p> <p>Any licence required by statutory authority to deliver a particular Unit of Competency if that unit is to be trained.</p> <p>Current Working With Children Check</p>

Desirable Attributes

Experience	<p>Training and facilitation for a Registered Training Organisation within the labour market assistance industry.</p>
Qualifications	<p>Current or previous:</p> <ul style="list-style-type: none"> • SafeWork NSW Approval for General Induction Training (Whitecard) or High Risk Work – Forklift • Liquor and Gaming NSW approval to deliver RSA and/or RCG training.

Positional Reporting Line



Acknowledgement:

I acknowledge that I have read and discussed this Role Overview and understand my duties and responsibilities.

Name

Signature

Date