

<b>Position Title:</b>	Trainer/Assessor
<b>Business Unit:</b>	Joblink Plus Training
<b>Position Location:</b>	Joblink Plus Training (Multiple Locations)
<b>Position Reports To:</b>	Executive Manager – Social Enterprise and Training
<b>Direct Reports:</b>	Nil
<b>Award Classification:</b>	Training and Placement Officer Grade 2

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

### **Purpose of the position:**

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

### **Position 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 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).

## Essential Competencies

<b>Skills</b>	Written and verbal communication, able to build rapport and sustain working relationships Time management and organisation, able to multitask and meet strict deadlines Training tools and resource development Research & analysis Problem solving & logical thinking Sound judgement & decision making Administration, reporting, computer applications, MS Office Suite		
<b>Behavioural</b>	Resilience Empathy Integrity Initiative	Leadership Teamwork Autonomy Driven	Organised Professional Innovative Flexible & Adaptable
<b>Knowledge</b>	Comprehensive knowledge of industry and training materials to be delivered		
<b>Qualifications</b>	TAE Certificate IV in Training & Assessment Qualifications in the industry relevant to training to be delivered		
<b>Experience</b>	Training facilitation and assessment in an adult learning environment Training evaluation, methodology and analysis Minimum five (5) years industry experience relevant to training to be delivered		
<b>Licences</b>	Current Australian Class C drivers licence		

**Desirable Attributes**

<b>Experience</b>	Working for a Registered Training Organisation within the employment services industry
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**Organisational Structure**



**Acknowledgement:**

I acknowledge that I have read and discussed this position description and understand my role, duties and responsibilities.

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**Name**

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**Signature**

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**Date**