

Job description

Agency	Department of Education	Work unit	Industry Training Programs
Job title	Youth Training Coordinator	Designation	Administrative Officer 6
Job type	Full Time	Duration	Fixed for 12 months
Salary	\$92,620 - \$103,538	Location	Palmerston
Position number	41093	RTF	211317
		Closing	26/05/2021
Contact	Leanne Thackeray on 0417 494 152 or Leanne.thackeray1@nt.gov.au		
About the agency	https://education.nt.gov.au/		
Apply online	https://jobs.nt.gov.au/Home/JobDetails?rtfId=211317		

Applications must be limited to a one-page summary sheet and detailed resume

Information for applicants – Inclusion and diversity and Special measures

The NTPS values diversity and aims for a workforce that represents the community. The NTPS encourages people from all diversity groups to apply for vacancies and accommodates people with disability by making reasonable workplace adjustments. If you require an adjustment for the recruitment process or job, please discuss this with the contact officer. For more information about applying for this position and the merit process, go to the [OCPE website](#).

Under the agency's Special Measures Recruitment Plan eligible Aboriginal and Torres Strait Islander (Aboriginal) applicants will be granted priority consideration for this vacancy. For more information on Special Measures, go to the [OCPE website](#).

Primary objective:

Provide training and career advice, coordinate programs and facilitate industry partnerships and pathways for students referred to the Palmerston Youth Skills Centre to complete their NTCET and/or to make successful transitions to further education, training or employment. Create, implement and deliver competency based training and assessment of nationally accredited (VET) to students aged 14-17 years, in either of the following industry areas; *Business, Small Animals*.

Context statement:

Early Years and Education Services (EYES) provides policy development advice and low incidence support across the Northern Territory to Government and non-Government schools, as well as strategically implementing a range of the Australian and NT Government early childhood education and care initiatives to improve the quality and integration of early childhood services. Staff in Early Years and Education Services liaise with and provide advice to the Minister, Department of Education senior executive, regional personnel and school principals on issues of policy, procedure and performance as it relates to community; teaching, learning and assessment, early childhood education and care; vocational education and training; and cross agency and intergovernmental relations.

Key duties and responsibilities:

1. Deliver competency based training and assessment. Provide administrative reports and records to ensure compliance within the rules of evidence and principles of assessment required by Registered Training Organisations (RTO).
2. As part of the training team and under the direction of the Senior Manager, work across the four back on track elements with NGOs, schools, RTOs, other government agencies, community and industry groups to develop and implement a service delivery model that is best practice for the targeted client cohort.
3. Coordinate relevant courses to enhance the skills of young people seeking employment. This includes VET courses, driver's licences, first aid, barista short course, white cards and working at heights.
4. Liaise and support young people, families and other stake holders to make informed decisions in regards to future pathways.
5. Support the development and maintenance of collaborative partnerships with stakeholders and clients.
6. Coordinate the delivery of career and transition services, including the facilitation and provision of work search activities and work experience.

Selection criteria:

Essential:

1. Well-developed interpersonal skills with a proven ability to work within a cross cultural and trauma informed environment.
2. Operational experience within a coaching and counselling framework whilst working with marginalised and disengaged young people to provide successful pathways to further education, training and/or employment for secondary aged students.
3. Demonstrated experience in training secondary students and/or coordinating VET trainers including effectively providing timely, accurate and comprehensive written compliance documents as required by RTOs.
4. Experience working within a complex environment, including with students in detention, knowledge of departmental protocols and procedures regarding work experience, vocational education, and school based apprenticeships and transitioning students into employment or further training.
5. Demonstrated high level communication skills and ability to build and maintain effective networks and collaborative partnerships with a range of internal and external stakeholders.
6. Extensive experience in a range of office administration functions including records management, procurement, facilities management and accounts.

Further information:

- The successful applicant must have a current Working with Children Notice (Ochre Card) from SAFE NT or the ability to obtain.
- Office Based conditions apply to this position.
- Valid TAE40116 Certificate IV in Training and Assessment or willing to complete upgrade

Approved: May 2021

Andrew Oliver, Director Industry Training Programs