

Job description

Agency	Department of Education	Work unit	Industry Training Programs
Job title	Trainer Assessor	Designation	Administrative Officer 6
Job type	Full Time	Duration	Fixed for 12 months
Salary	\$92,620 - \$103,538	Location	Palmerston
Position number	40898	RTF	207570
		Closing	12/04/2021
Contact	Leanne Thackeray, Senior Manager Youth Skills Centre 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=207570		

Information for applicants – Inclusion and diversity and Special measures:

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

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. 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:

To deliver competency based vocational training, in **Construction**, to secondary school students, youth who have disengaged or are at risk of disengaging from school, and young people leaving detention and returning to community life. The Palmerston Youth Skills Centre will give young people the opportunity to work with and learn from industry experts, employers and mentors to maximise their chances of transitioning into long-term training and/or employment.

Context statement:

Early Years and Education Services (EYES) provides early 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:

- Deliver training and assessment in accordance with the Standards for RTO's 2015.
- Ensure all Registered Training Organisation (RTO) administration tasks are completed in a timely manner including enrolment, Unique Student Identifier (USI), learning plans, session overviews, course preparation, assessment delivery, student records, student reports and final assessment documentation.
- Develop and continuously review training and assessment resources to support delivery of accredited competencies and qualifications.
- Develop a range of delivery models to support the effective delivery of VET programs and ensure reasonable adjustments that meet the national standards, are undertaken where necessary, to meet the needs of students.
- Provide clear and concise status reports to management, parents, schools, case managers and RTOs.
- Provide referrals for specialist assistance to enhance student's learning including; literacy and numeracy support when required.
- Attend professional development sessions to keep up to date in the fields of the knowledge and practice of vocational training, learning and assessment, including competency based training and assessment and current relevant Industry skills.

Selection criteria:

Essential:

1. Valid TAE40116 Certificate IV in Training and Assessment or willing to complete upgrade.
2. Experience delivering vocational education and training programs to secondary students.
3. Demonstrated experience in developing assessment tools and learning resources, aligned to industry requirements, for nationally accredited vocational education and training programs.
4. Demonstrated ability to engage and work with at-risk students who may present some challenging behaviours.
5. Demonstrated high level interpersonal skills with the ability to communicate clearly and concisely to a range of internal and external stakeholders, including students, both verbally and in writing.
6. Proven ability to interact effectively in a cross cultural environment, hold a current Working with Children Clearance (Ochre Card) and Apply First Aid certificate or equivalent.

Desirable:

1. Trade certificate in **Construction**, including relevant and current industry experience.
2. Working knowledge of functions, policies and regulatory controls within the education and training sector, including the *Education Act*, *Disability standards for Education* and the *National Vocational Education and Training Regulator Act*.

Further information:

- Office-based conditions apply to this position.

Approved: February 2021
Programs

Andrew Oliver, Director Industry Training and