

## JOB DESCRIPTION

<b>Agency</b>	Department of Education	<b>Work Unit</b>	Industry Training Programs
<b>Job Title</b>	Trainer Assessor	<b>Designation</b>	Administrative Officer 6
<b>Job Type</b>	Full Time	<b>Duration</b>	Fixed for 12 months
<b>Salary</b>	\$90,361 - \$101,013	<b>Location</b>	Darwin
<b>Position Number</b>	40844   <b>RTF</b>   175845	<b>Closing</b>	14/11/2019
<b>Contact</b>	Krystal Withers, Assistant Director Industry Training on 08 8901 1341 or <a href="mailto:krystal.withers@nt.gov.au">krystal.withers@nt.gov.au</a>		
<b>Agency Information</b>	<a href="http://www.education.nt.gov.au">www.education.nt.gov.au</a>		
<b>Information for Applicants</b>	<b>Applications must be limited to a one-page summary sheet and an attached resume/cv</b> For further information for applicants and example applications: <a href="#">click here</a>		
<b>Information about Selected Applicant's Merit</b>	If you are selected and accept this position, a detailed summary of your merit (including work history, experience, qualifications, skills, information from referees, etc.) will be provided to other applicants, to ensure transparency and better understanding of the reasons for the decision. For further information: <a href="#">click here</a>		
<b>Inclusion &amp; Diversity</b>	The NTPS values diversity and aims for a workforce which is representative of the community we serve. We strongly welcome and encourage people from all diversity groups to apply and strive to accommodate people with disability by making reasonable workplace adjustments when required. If you require an adjustment for the recruitment process or job, please discuss this with the contact officer.		
<b>Special Measures</b>	Under an approved <b>Special Measures</b> recruitment plan, Aboriginal and Torres Strait Islander applicants will be given priority consideration and preference in selection for this vacancy if they meet all essential selection criteria and are suitable at the position level.		
<b>Apply Online Link</b>	<a href="https://jobs.nt.gov.au/Home/JobDetails?rtfld=175845">https://jobs.nt.gov.au/Home/JobDetails?rtfld=175845</a>		

**Primary Objective:** Create, implement and deliver competency based training and assessment of nationally accredited Vocational Education and Training (VET) to students aged 14-17yrs, in any of the following industry areas; *Engineering, manufacturing, construction, automotive, electro-technology or commercial cookery.*

**Context Statement:** Education Policy and Programs 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 Education Policy and Programs 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 as well as provide administrative reports and records to ensure compliance with the rules of evidence and principles of assessment.
2. 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.
3. 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.
4. Ensure effective written and oral communication and report as required to management, relevant non-government organisations, young person's families, case managers, industry, RTOs and provide specialist assistance to enhance the student's learning including; literacy and numeracy support when required.
5. 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. TAE40116 Certificate IV in Training and Assessment or willing to complete Certificate IV in Training and Assessment upgrade as well as hold industry qualifications and current industry experience; as required in the VET Quality Framework and relevant Training Package.
2. Demonstrated experience in providing appropriate written and oral communication to deliver advice to management and stakeholders on the development, implementation and ongoing improvement of nationally accredited VET programs in your industry area and the ability to interact effectively in a cross cultural environment.
3. Demonstrated experience in delivering nationally accredited VET programs to youth, including the ability to develop and implement innovative service delivery solutions.
4. Experience working with disengaged and at risk youth in a culturally diverse and complex work environment and an ability to provide clear and concise status reports to a range of stakeholders.
5. A current Working with Children Clearance (Ochre Card) and First Aid certificate.

#### **Desirable:**

1. Certificate III level qualification in your applicable industry area.

**Further Information:** Office-based conditions apply to this position.

**Approved: August 2019**

**Andrew Oliver, Director Industry Training Programs**  
[www.nt.gov.au](http://www.nt.gov.au)