**JOB DESCRIPTION**

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| **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** | $88,157 - $98,549 | | | **Location** | Darwin |
| **Position Number** | 37502 | **RTF** | 163215 | **Closing** | 22/04/2019 |
| **Contact** | Naomi Gunston, Manager Vocational Education and Training Projects, Industry Training Programs on 08 8963 5538 or [naomi.gunston@nt.gov.au](mailto:naomi.gunston@nt.gov.au) | | | | |
| **Agency Information** | [www.education.nt.gov.au](http://www.education.nt.gov.au) | | | | |
| **Information for Applicants** | **Applications must be limited to a one-page summary sheet and an attached detailed resume/cv**. For further information for applicants and example applications: [click here](https://ocpe.nt.gov.au/nt-public-sector-employment/Information-about-ntps-employment/applying-for-and-filling-jobs/employment-templates-and-guidelines) | | | | |
| **Information about Selected Applicant’s Merit** | If you 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: [click here](https://ocpe.nt.gov.au/nt-public-sector-employment/Information-about-ntps-employment/applying-for-and-filling-jobs/information-for-applicants) | | | | |
| **Special Measures** | The NTPS values diversity and aims for a workforce which is representative of the community we serve. Therefore under an approved **Special Measures** recruitment plan, ATSI 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. For further information: [click here](https://ocpe.nt.gov.au/nt-public-sector-employment/Information-about-ntps-employment/special-measures) | | | | |
| **Apply Online Link** | <https://jobs.nt.gov.au/Home/JobDetails?rtfId=163215> | | | | |

**Primary Objective:** Delivery of competency based training and assessment of nationally accredited Vocational Education and Training programs in a school environment to adult Assistant Teachers in the following area; Foundation Skills.

**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. Delivery of competency based training and assessment in Vocational Education and Training programs (VET) to Aboriginal and Torres Strait Islander Assistant Teachers including face to face delivery within a school environment.
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. Effectively communicate and engage with school staff, community members, industry, RTOs and government and provide specialist assistance to enhance the student’s learning including; literacy and numeracy support when required.
5. Provide mentoring and support to school based Trainer Assessors to ensure consistent and high quality training delivery.
6. 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 and the ability to demonstrate equivalence of competencies together and have industry qualifications and/or experience in supporting training and assessment as required in the VET Quality Framework (VQF) and Training Package Assessment Guidelines including industry currency in Foundation skills.
2. Demonstrated knowledge and appropriate written and oral communication skills to provide advice 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 developing and managing nationally accredited VET programs including the ability to develop and implement innovative service delivery solutions.
4. Ability to manage participation in professional development programs, ensuring national standards and industry requirements are maintained.
5. A current Working with Children Clearance (Ochre Card) and Apply First Aid certificate or equivalent.

**Desirable:**

1. Relevant qualifications in Foundation Skills and or Education Support and an understanding of the role of an Assistant Teacher.
2. Experience delivering training in a school environment to people of Aboriginal and Torres Strait Islander background.

**Further Information:** Office-based conditions apply for this position. Trainers will be required to travel to a variety of regional and remote community schools to deliver training.

**Approved: March 2019 DIRECTOR INDUSTRY TRAINING AND PROGRAMS**