



POSITION DESCRIPTION

POSITION TITLE:	Trainer (LLNP)
TEAM:	Site Operations Team
RESPONSIBLE TO:	Team Leader (LLNP) - Cairns
RESPONSIBLE FOR:	No Staff Responsibilities
LOCATION:	Cairns

POSITION OBJECTIVE

To develop and deliver accredited Language, Literacy and Numeracy training programs to jobseekers in regional and remote Communities in accordance with the Language, Literacy and Numeracy Program (LLNP) contract guidelines and the Australian Quality Training Framework (AQTF)

KEY RESPONSIBILITIES

1. Develop and prepare resources and strategies for the delivery and assessment of Language Literacy and Numeracy competencies ensuring a high standard of quality, relevance and compliance.
2. Deliver accredited Literacy and numeracy training programs to indigenous students in remote communities in accordance with the LLNP guidelines and AQTF.
3. Complete Pre-Training Assessment activities in line with requirements of ASCF and contract guidelines.
4. Undertake training and assessment validation and moderation activities for all training programs.
5. Comply with legislative and contractual requirements and program procedures and guidelines as required by the DEEWR.
6. Monitor record and report conduct and attendance of students according to program requirements.
7. Undertake relevant administration tasks, ensuring all documentation used in and arising from training delivery and assessment is created, maintained and sorted in accordance with the requirements of STEPS and AQTF.
8. Work effectively and sensitively within the social, political and cultural environments of Indigenous Australian Communities.
9. Co-ordinate the flow of information between STEPS , the Communities and other relevant stakeholders.
10. Accept responsibility for working safely by utilizing WHS systems policies and procedures and contributing to their continual improvement.
11. Demonstrate behaviours consistent with the organisation's vision, mission, values and purpose.
12. Complete other reasonable duties as directed..

PERFORMANCE MANAGEMENT AND DEVELOPMENT

Ensure that key result areas are performed in a way that achieves the outcomes determined during the performance planning phase of the Performance Management and Development process.

Meet personal and professional development objectives as detailed in the Training Plan by:

- Utilising on-the-job training and knowledge and experience of senior managers and peers, and/or
- Attending internal and/or external training as required.

KEY SELECTION CRITERIA

Qualifications / Knowledge (minimum formal qualifications required/any statutory qualifications required)

- TAA40104 Certificate IV in Training and Assessment.
- Formal pre-service Australian teaching qualification (i.e. Diploma of Teaching; Bachelor's degree plus Teacher's Certificate; Bachelor of Education; Bachelor's degree plus Diploma of Education), or an undergraduate degree of at least 3 years duration.
- Recognised specialist TESOL or specialist Adult Literacy qualification.
- An understanding of contemporary issues in the provision of services to disadvantaged and culturally diverse clients.

Experience (Type and amount of required experience)

- Demonstrated experience training and assessing within the Australian Core Skills Framework (ACSF)
- Demonstrated experience of at least 3 years teaching in the area of Adult, Literacy and Numeracy or similar.
- Proven experience working with indigenous Australians, with a demonstrated understanding of the local, political and cultural environments of Indigenous Australian Communities

Skills and Abilities (Competence required to perform successfully)

- Demonstrated high-level communication (written and verbal), facilitation and presentation skills.
- Exceptional time management and planning skills to organize and deliver training in remote communicates
- Sound computer and administration skills, with the ability to maintain both computer and paper based records
- Proven ability to work effectively with others in culturally diverse teams and independently or direct supervision
- Ability to develop and maintain professional business relationships with key stakeholders including the Communities and government agencies.
- Ability to provide a high level of customer service.

Behavioural Traits (Personal qualities required)

- Demonstrated flexibility and enthusiasm for addressing unexpected new challenges at short notice
- Ability to work well under pressure, take responsibility and act with integrity and in a professional manner.

Other Requirements

- Ability and willingness to travel extensively and stay (including camping out) in remote Communities
- Satisfactory Federal Police Check
- State police check for working with children
- Current C class Drives licence
- 4WD experience (desirable)

APPROVALS

Approved By:	Human Resources
Date:	May 2011

Employee Name:	
Signature:	
Date:	