

## Job Profile

<b>Position title:</b>	Trainer & Assessor	<b>Effective Date:</b>	April 2015
<b>Status:</b>	Full time / Part Time / Casual	<b>Reports to:</b>	Campus Manager
<b>Location:</b>	Educational Services (Post-Secondary)	<b>Supervises:</b>	N/A
<b>Award:</b>	Award	<b>Delivery:</b>	Face to Face and Distance
<b>Remuneration:</b>	<i>Confidential refer to employment agreement</i>		

### About our organisation

Smart City is a Supervising Registered Training Organisation committed to providing a high standard of quality service. Our aims include ensuring our clients are met with the type of service that they require to best suit their individual needs. We strive to fulfil these needs through providing flexibility in the delivery mode of our training services. The trainers of Smart City are highly experienced and deliver their product with knowledge, passion and expertise.

## Position Responsibilities

<b>Role:</b>	Responsible for the delivery of quality Vocational Educational Training (VET) and conducting Assessments within the relevant field of delivery in a range of contemporary settings. This position is responsible for the development of innovative learning activities and assessment strategies in the relevant field(s) of training and assessment.
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<p><b>Key Duties:</b></p>	<ol style="list-style-type: none"> <li>1. Undertake duties related to training and assessing the accredited courses offered by Smart City Vocational College according to the organisation’s policies and procedures.</li> <li>2. Provide training, facilitation and feedback that engages and supports the student to progress through their course as per their training plan and or course schedule.</li> <li>3. Assess and address the varied learning needs of each student including LLN.</li> <li>4. Engage and retain students so that they successfully complete the course.</li> <li>5. Establish and maintain regular two way communication with students using range of appropriate communication methods.</li> <li>6. Comply with organisational requirements for the provision of relevant feedback to students and the completion of records within specified timelines.</li> <li>7. Actively participate in staff meetings, moderation and validation meetings.</li> <li>8. Update and maintain industry currency relevant to the course being delivered and assessed.</li> <li>9. Undertake all professional development required by the organisation and to retain industry currency.</li> <li>10. Maintain a Professional Development Log as required by the organisation.</li> <li>11. Participate in regular performance reviews with the line manager</li> <li>12. Participate in continuous improvement initiatives where required.</li> <li>13. Comply with all lawful and reasonable directions of the company.</li> <li>14. Not engaging in any unlawful conduct in the course of employment, while at work premise or when using the company’s resources.</li> <li>15. Comply with all the company’s policies, as implemented, varied or replaced from time to time.</li> </ol> <p><i>This Position Description serves to illustrate the scope and responsibilities of the position and is not intended to be an exhaustive list of responsibilities. You will be expected to perform other job related tasks requested by management and as necessitated by the development of this role and the development of the business.</i></p>
<p><b>Reporting relationships:</b></p>	<ul style="list-style-type: none"> <li>▪ Reports directly to the Business Manager.</li> <li>▪ Liaises with: Students, Admin and other key staff.</li> <li>▪ Supervises: Students</li> </ul>
<p><b>Organisational Responsibilities</b></p>	
<p>In addition to the key duties specified, the following standards and duties shall apply where appropriate:</p>	
<p><b>Customer Service Standards:</b></p>	<ul style="list-style-type: none"> <li>▪ Provide a consistently high level of service to the company’s clients and customers in a prompt and pleasant manner.</li> <li>▪ Ensure accurate and prompt registration of all client and customers’ requests (phone, email or in person) and respond to assigned requests within a prescribed timeframe.</li> <li>▪ Maintain the highest ethical standards and confidentiality in dealing with the company’s clients and customers and with each other (fellow staff members).</li> <li>▪ Develop individual skills and knowledge that will better service our clients and customers.</li> </ul>

<b>WHS/Risk Management:</b>	<ul style="list-style-type: none"> <li>▪ Take reasonable care for your own health and safety and for the health and safety of others who may be affected by your acts or omissions in the workplace.</li> <li>▪ Co-operate with your employer with respect to any action taken by the employer to comply with any requirement imposed by or under the Health &amp; Safety Acts, Regulations and Codes of Practice.</li> <li>▪ Ensure the company's Risk Management Policy &amp; Procedures are observed and complied with.</li> </ul>
<b>Personal Development &amp; Conduct:</b>	<ul style="list-style-type: none"> <li>▪ Identify training and development needs for yourself through annual performance reviews, and participate in any corporate training</li> <li>▪ Ensure adherence to Code of Conduct, Equal Employment Opportunity, Privacy procedures and other policies and programs.</li> <li>▪ Participate completely in the any Staff Performance Management systems, Recruitment and Induction processes.</li> </ul>
<b>IT &amp; Records Management:</b>	<ul style="list-style-type: none"> <li>▪ Ensure appropriate and thorough electronic file management within company computers, services or online cloud (Office 365).</li> <li>▪ Ensure effective utilisation of electronic file management techniques e.g. create folders, search for files, print files, etc.</li> <li>▪ Ensure effective use of relevant application software systems (appropriate level of training provided).</li> </ul>
<b>Organisation Development:</b>	<ul style="list-style-type: none"> <li>▪ Participate in Employee Opinion Surveys as requested.</li> <li>▪ Participate in any corporate development programs.</li> </ul>
<b>Selection Criteria</b>	
<b>Education and/or Qualifications:</b>	<ul style="list-style-type: none"> <li>• A current TAE40110 Certificate IV in Training and Assessment with the TAE LLN Unit (TAE 40110A) is essential.</li> <li>• Relevant Diploma or Units of the Vocational Qualification responsible for delivering.</li> <li>• Relevant industry experience within the past 3 years.</li> <li>• Eligible for a working with children card.</li> </ul>
<b>Experience:</b>	<ul style="list-style-type: none"> <li>▪ Previous experience in the delivery of VET training and relevant VET qualifications.</li> <li>▪ Relevant industry background and experience.</li> <li>▪ Competent knowledge of the Standards for Recognised Training Organisations 2015.</li> </ul>

<b>Key Attributes:</b>	Possess a sound knowledge of the Australian Quality Training Framework 2010, Australian Qualifications Framework, and Vocational Education, Training and Employment Act 2000 and other legislation relating to Training. Demonstrate sound knowledge and skills in the area of continuous improvement and resource management. Eligible for a working with children clearance.		
<b>Personal qualities:</b>	Adaptable, patience, team player, innovative, professional, have a passion for people and a desire to create positive outcomes for Smart City learners.		
In addition to the duties outlined above, you are also required to perform such other duties as may be directed by your supervisor or management provided these are within your competency or training.			
<b>Agreement</b>			
I accept and agree to the duties in the Position Description. I understand that this Position Description is to be read in conjunction with the general Terms & Conditions of Employment and I agree to abide by the terms and conditions stipulated therein.			
<b>Name (please print):</b>			
<b>Signature:</b>		<b>Date:</b>	
<b>Endorsed</b>	Signature: Name: Title: Date:	<b>Approved</b>	Signature: Name: Title: Date: