

POSITION OVERVIEW

Business Administration Trainer - CREATE Training

Position Purpose:

This position is within the CREATE Training department which has a strong focus on meeting the needs of the community with regard to Training and Education services. The Trainer is responsible for ensuring the delivery of high quality training and assessment services to a range of students in line with the core goals of CREATE Training and within the Australian Qualifications Training Framework (AQTF) standards.

Conduct of this role is to be within the context of:

- CREATE Mission, Commitment, Values, and Culture;
- CREATE policy & operational procedures;
- CREATE Code of conduct and Code of practice; and
- CREATE Personal standards criteria;

Principal Accountabilities:

Accountable to the Team Leader-CREATE Training for:

- 1) Training and assessment which meets the educational, social and employment needs of students through the delivery of innovative, engaging and high quality training delivery;
- 2) Ensuring adequate teaching resources, training equipment and student learning materials are prepared and available for delivery of each training session;
- 3) Facilitating student learning through preparation and/or effective training notes and teaching resources in line with the course curriculum;
- 4) Consulting with, and supporting students in their learning by identifying learning requirements, designing individual training programs and/or coaching to improve performance; and
- 5) Establishing and maintaining good working relationships with CEO, Managers and Team Leaders, CREATE Training staff and all CREATE staff and clients.

Typical Duties

- 1) Undertake training sessions for CREATE students;
- 2) Maintain documentation of student participation, lesson plans, assessments and evidence submitted by students, in accordance with standards set by the Australian Quality Training Framework (AQTF);
- 3) Participate in the monitoring and evaluation of individual students' participation and progress;
- 4) Prepare appropriate lesson plans for the units of competency being delivered and ensure Adult Learning Principles are employed to maximise the learning environment;
- 5) Coordinate and supervise student work placement activities, and;
- 6) Be an active team member of the Training department and attend relevant meetings as directed.

KEY POSITION CRITERIA

Essential to this position:

- 1) Certificate IV in Training and Assessment;
- 2) Certificate III in Business Administration or equivalent;
- 3) Demonstrated relevant industry expertise and experience in delivering training and/or presentation skills;
- 4) High level of interpersonal skills including the ability to listen and negotiate with a variety of people;
- 5) Understanding of learning barriers and strategies;
- 6) Strong commitment to supporting people to achieve their educational goals;
- 7) Ability to problem solve with creativity and initiative;
- 8) Ability to set priorities and effectively plan and organise work independently;
- 9) Ability to work as part of a team; and
- 10) High level of computer literacy skills.

Also essential to all CREATE employees is a high level of personal standards including:

- personal presentation;
- work attitude, commitment and dedication;
- professionalism;
- work relationships with peers, senior management and all other staff;
- problem solving and conflict resolution skills; and
- personal initiative.

SUPPORT

This position will be resourced and supported by:

- open door access and regular supervision/support meetings with Team Leader – CREATE Youth
- CREATE Training department meetings and all of organisation staff meetings and activities;
- professional development opportunities; and
- access to the Chief Executive Officer via department manager if required.

PERFORMANCE

Annual performance and achievement reviews are assessed against:

- Position overview;
- Key position criteria;
- Specific objectives as set with the Manager; and
- Comprehensive reporting of core functions.

CONDITIONS OF EMPLOYMENT

Position Title

Trainer – Business Administration
CREATE Training

Classification

Labour Market Assistance Industry Award 2010

Contract period

From: January/February 2010
To: 23 December 2010

This position is an 11-12 month contract position following a successful three month probation review AND provisional upon appropriate funding levels.

Hours of work

30 hours per week (60 hours per fortnight) within normal business hours or as agreed.

CREATE Business Hours:

8.30am – 5.00pm Monday to Thursday

8.30am – 3.00pm Friday

Includes a half hour unpaid lunch break

Salary

Annual Gross Salary range is \$35,807 - \$41,391 (pro rata) depending on skills and experience.

Salary is paid fortnightly, directly into employee bank account upon receipt of a signed CREATE timesheet. Salary packaging is available within CREATE (Geelong) Inc. guidelines.

Vehicle

No Vehicle is provided in resourcing this position however pooled vehicles may be available for business travel where required.

Entitlements & conditions

Entitlements and conditions as specified within Labour Market Assistance Industry Award 2010 and relevant government legislation.

Location

CREATE conducts business at North Geelong, Norlane, Rodney Road and Wyndham. The primary location for this position is based at CREATES Head Office, 285 Melbourne Rd North Geelong.

Responsible to

Team Leader – CREATE Training

Variations

Employment variations and changes by exception must be agreed, authorised by the the Chief Executive Officer and documented within relevant confidential employee file.

Delegated authority

The level of delegated authority is that required to fulfill areas of designated responsibility and as per CREATE delegation of authority policies and procedures or CEO authorised delegation by exception.

Termination

Employment termination by either employee or employer must be as per the conditions of the Labour Market Assistance Industry Award 2010, and relevant government legislation.

Confidentiality

All confidential records, documents and other papers, together with any copies or extracts thereof and/or intellectual property, made or acquired by you in the course of your employment shall be the property of the organisation and must be returned to CREATE on the finalisation of your employment.

All CREATE staff members are required to sign a Confidentiality Agreement upon commencement of their employment.

MANDATORY

Mandatory to this position:

1. Provision of certified transcripts of academic record and statement(s) of relevant professional experience and training;
2. Curriculum vitae beginning with most current employment particulars;
3. Statement addressing key selection criteria;
4. Three current referees;
5. Satisfactory police check;
6. Working with children check; and
7. Current Driver's Licence.

POSITION APPLICATION

Applications for this position to be marked CONFIDENTIAL and forwarded to:

The Chief Executive Officer

CREATE (Geelong) Inc

PO Box 146, CORIO VIC 3214

e. headoffice@creategeelong.com

p. 03 5240 2100

f. 03 5277 1795

<http://www.creategeelong.com>

Applications must be received by

CREATE Organisational Structure

ASSOCIATION MEMBERSHIP

