

Role Description

TAFE Queensland

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Position Title	Workplace Trainer and Assessor (Early Childhood Education and Care)	Job Ad Reference	TQN 003-18
Region	North	Closing Date	11 February 2018
Portfolio	Community & Health	JEMS No.	3555 (02/2014)
Location	Cairns	HPECM No.	14/34760
Classification Salary	AO4 TAFE Queensland Award – State 2016 (Modern Award) 36 ¼ hour week \$69,332 - \$77,401 per annum, plus superannuation contributions of up to 17.75% of your annual salary		
Employment Status	Temporary full-time until 21 December 2018 unless otherwise determined.		

About TAFE Queensland

TAFE Queensland is the largest and most experienced provider of vocational education and training in the state, with a history of serving Queensland communities for over 130 years.

Each year TAFE Queensland enrolls over 120,000 students across a network of over 50 campuses, in workplaces, online and in markets offshore. Our offering spans from foundation skills and entry level qualifications to higher education degrees across more than 500 programs.

Our unique structure and statewide delivery model supports our commitment to assisting the diverse needs of our students, from a wide range of socio-economic and cultural backgrounds, and in regional and remote locations. Our responsive approach allows us to adapt our offering to meet the needs of local industries by delivering training that strengthens local communities and provides real employment opportunities for graduates.

The distinguishing characteristic of all of TAFE Queensland's programs is that they are built to meet the needs of employers and the broader industry. Students engage in practical applied learning which gives them the skills they need to be job-ready and excel in their careers.

For more information about TAFE Queensland visit www.tafeqld.edu.au.

Your Opportunity

As the Workplace Trainer and Assessor, you will contribute to developing and delivering quality learning services to a wide range of clients through:

- Supporting employers, employees, apprentices and trainees in the workplace.
- Liaising with educational delivery teams to ensure high quality learning outcomes are achieved.

This position reports to the Business Manager Community and Health.

Key Responsibilities

- Liaise with employers to facilitate the achievement of learning outcomes through the project management of training programs, products and services and assist employers to meet their obligations under training legislation, regulations and guidelines.
- Provide employers with advice on the Region's training programs and innovate learning solutions/options for their staff including the identification of campus based learning opportunities.
- Monitor training and development trends particularly those relevant to flexible/innovative delivery and maintain links with employers in the training market.
- Maintain thorough records of client training needs, training programs provided and associated financial and contractual reporting documentation to ensure that the Region's contractual obligations are met.
- Promote the Region's education and training programs and products in order to maximise market share and achieve revenue targets.
- Coordinate students' access to learning programs and appropriate assessment processes and records (on and off the job) ensuring all aspects of the training program are satisfactorily achieved for clients on time and within budget.
- In consultation with educational delivery staff, coordinate the development of individual learning plans and customised learning materials where necessary to facilitate the desired training competencies required by employers and employees.
- Undertake research and development on matters relating to business functions.
- Ensure day to day activities align with business operations.
- Contribute to improvement in business processes and practices.

How you will be assessed

Within the context of the role description above, the ideal applicant will be someone who has the following key capabilities:

1. Knowledge of ECEC, issues and training processes relevant to the delivery of vocational and post-compulsory education and training within a User Choice and remote or regional environment.
2. Proven problem-solving skills with the ability to develop innovative solutions in a flexible and client orientated training marketplace.
3. Highly developed communication, negotiation, consultation and interpersonal skills as evidenced by significant achievement in networking with commercial client groups and highly developed project management skills, demonstrated an ability to meet the training needs of a large number of clients and meet deadlines.
4. Knowledge of contemporary human resource management issues, including occupational health and safety, quality assurance, equal employment opportunity and anti-discrimination as applied in a working environment.
5. Displays the initiative, attitude and ability to thrive within a dynamic, challenging and changing environment.

Qualifications / Requirements

Mandatory requirements:

- Possession of a Diploma of Early Childhood Education and Care or higher qualification.
- Possession of a Certificate IV in Training and Assessment (TAE40110) or equivalent.

How to Apply

To apply for this role, applicants are required to:

- Submit a resume that highlights your qualifications and experience and includes contact details for at least two current referees.
- Submit a two page response on why you would be suitable for this position keeping in mind the key capabilities listed in the 'How you will be assessed' section of this role description.

All applications must be submitted via www.seek.com.au by **11 February 2018** and quote Job Ad Reference Number **TQN 003-18**.

For further information, please contact:

Mandy Elliott
Business Manager Community and Health
(07) 4750 5617

Additional Information

- Departmental employees are required to acknowledge they understand their obligations under the Queensland Government Code of Conduct and the department's Standard of Practice and agree to align their professional conduct to these obligations.
- The Child Protection Reform Amendment Act 2014 requires the preferred applicant to be subject to a working with children check as part of the employment screening process. It is an offence for a disqualified person to sign a blue card application form. Further details regarding the blue card system is available at: www.bluecard.qld.gov.au/
- The duration of this position will be dependent on work demands and the availability of ongoing funding.
- Travel and overnight absences from base may be required of this position.
- It would be highly desirable for the incumbent to possess a current driver's licence.
- A criminal history check will be initiated on the successful applicant.
- A non-smoking policy applies in Queensland government buildings, offices and motor vehicles.
- If the successful applicant has been engaged as a lobbyist, a statement of their employment is required.
- You may be required to complete a period of probation.