

## JOB DESCRIPTION

<b>Position Title</b>	Trainer/Assessor Rural Operations
<b>Generic Classification</b>	Trainer/Assessor
<b>Team/Group:</b>	Training Team
<b>Responsible to:</b>	Training Manager
<b>Location:</b>	Alice Springs
<b>Date Prepared:</b>	July 2021

### SUMMARY

#### **Centre for Appropriate Technology (CfAT):**

CfAT is a non-profit, non-government science and technology organisation governed by an Aboriginal Board. CfAT's Head Office is in Alice Springs with a regional office in Cairns QLD.

CfAT has over thirty years' experience problem solving technology issues with communities of Aboriginal and Torres Strait Islander people. From developing bush hardy appropriate technology products, undertaking applied research and providing technical advice, to rolling out reliable and affordable renewable energy services and tailored training programs, CfAT's approach is grounded in effective engagement and sustainable outcomes for clients. Our experience has delivered a wide repository of knowledge about housing and infrastructure challenges in remote communities and facilitated innovative and effective responses to those challenges.

CfAT sees technology as a means to an end rather than an end in itself. How people choose, use, maintain and manage the technologies in their lives, whether housing, water supplies, renewable energy systems, transport or telecommunications, determines the benefit that can be leveraged from that technology.

Our experience provides unique insights into the relationship between people, their environment and technologies that can assist in determining the most effective and efficient focus for investment. CfAT's expertise enables lateral problem-solving skills that can get to the core of an issue thus generating new knowledge and innovative solutions to entrenched problems.

Our work is underpinned by our mission to secure sustainable livelihoods through appropriate technology. CfAT's overarching intent is to enable Aboriginal and Torres Strait Islander people to harness the economic opportunity and self-reliance that can be leveraged through sustainable and appropriate technology transfer and workforce development.

## **CfAT Training Team**

The CfAT Training Team delivers vocational educational and training (VET) to Indigenous and remote learners in technical and problem solving skills. The Training team delivers engaging and innovative project based training in remote Northern Territory Indigenous communities and other client groups.

### **About the role**

As a member of the training team, the Rural Operations Trainer/Assessor will :

- Deliver appropriate technical training services in accordance with the Australian Quality Training Framework requirements, action plans and CfAT's Strategic Plan.
- Design, plan, deliver and assess training programs offered by CfAT, including trip planning ensuring that vehicles are prepared, all resources and materials are sourced, accommodation is organised and travel plans are submitted as required.
- Manage all resources needed to deliver training, including purchase/maintenance/coordination of all materials and equipment required.
- Complete all training progress and completion reporting as required by the RTO.
- Complete all the training enrolments, including obtaining identification and USIs, as required, from the learners.
- Undertake appropriate professional development and maintenance of their trainer's matrix.
- Actively contribute to identify and develop opportunities for clients to pursue sustainable livelihood activities
- Contribute to improved learner outcomes through positive learner interactions

## **RESPONSIBILITY / JUDGEMENT**

Sound judgement and experience is required to assess how to perform tasks and to make decisions.

The work involves collaboration with the organisation's stakeholders and some complex tasks which require use of training and experience to solve.

Sound interpersonal skills are required to advise, mentor and support learners and other staff members. organisational responsibilities include:

- Planning and co-ordinating tasks;
- On-the-job training;
- learner assessment; and
- Learner performance reporting and resulting.

## KEY CONTACTS

### Responsible to:

- Training Manager
- Quality and Compliance Manager for all quality and compliance related issues

### Accountable and work with:

- CfAT Training Team members
- External Stakeholders including: Indigenous communities, clients and funding bodies

### Supervises/Manages:

- N/A

## QUALIFICATIONS

Relevant qualifications and /or experience in vocational education and training (VET), technical trades, engineering or infrastructure development. Current Cert IV TAE.

## SKILLS – ESSENTIAL

- Demonstrated ability to interpret the requirements of nationally endorsed training packages in accordance with National Vet Regulator(NVR) standards
- Demonstrated competency in using computers, including Microsoft Office software products, i.e. Word, Outlook, Excel and Internet Explorer
- Demonstrated experience in mentoring and/or coaching others in practical workshop/teaching settings
- Demonstrated industry skills and experience within the competencies delivered
- Demonstrated experience in working in Indigenous communities and culture
- Ability to provide professional quality information and reports about CfAT training programs and activities to relevant stakeholders
- Certificate IV TAE and/or trade technical qualifications and experience relevant to the competencies delivered
- Ability to write progress reports on the training program and individual learners, as required

## SKILLS – DESIRABLE

- Current NT Drivers' licence and proven 4WD driving skills
- An understanding of technology transfer and capacity building issues in Indigenous communities.

## WORKING CONDITIONS

This position is based in Alice Springs but often requires travel and work on remote communities. Some travel required may be via 4WD, light aircraft /charter in remote areas, sometimes involving driving, camping and temporary accommodation in difficult environments due to heat, dust, etc.

This position also requires office based administrative work to comply with documentation requirements of the National Vocational and Training regulator Act 2011.

## CONDITONS OF EMPLOYMENT

- Employment is full time, fixed term
- Working hours are 37.5 hour week within the hours of 8am and 5pm
- Annual leave entitlement is 6 weeks per annum
- 17.5% Annual leave loading each year
- Employer-funded superannuation is paid at 9.5% of gross salary.
- Eligibility to participate in the CfAT Salary Sacrifice Scheme.
- Occasional short-term travel may be required

## KEY RESULT AREAS

This position will include a set of Key Performance Indicators (KPI's) to be delivered, in line with CfAT'S Strategic Plan 2016-2021 and Training's Operational Plan. The key result areas for the Trainer and Assessor are listed below:

1. **Business Performance:** Work with the Training Manager to ensure that training programs are scheduled and organised effectively and in accordance with both client and CfAT Ltd outcome requirements
2. **Business Planning:** Assist the Training Manager and other Training Team members to build realistic and achievable business plans for the Training Team by providing input based on skills and experience
3. **Training delivery:** Provide quality training and assessment to all learners enrolled in programs delivered by the Trainer and Assessor. Ensure that all results are supported evidentially and submitted for processing and certification on a timely basis. Ensure that all training programs are undertaken with adequate training resources to provide quality training
4. **Marketing and Business Development:** Be an ambassador for and actively promote CfAT Ltd training and other services to external parties

5. **Work Health and Safety (WHS) :** Ensure that CfAT Ltd and generally accepted WHS systems and processes are adhered to personally as well as by learners, colleagues and contractors who sharing the same workplace
6. **Special Projects:** Carry out other duties and/or projects that are consistent with vision, mission and values of the organisation, as requested by the CEO, or Executive Managers

KEY PERFORMANCE AREAS	KPI MEASURES
1. <b>Business Performance</b>	<ul style="list-style-type: none"> <li>• Assist the Training Manager to ensure that each training program achieves the budget targets for enrolments and training delivery</li> <li>• Ensure that training is delivered in a cost effective manner and within budgeted cost targets</li> <li>• Be proactive in identifying client and learner needs, and providing detailed feedback to the Training team to improve future performance and client relationships</li> </ul>
2. <b>Business Planning</b>	<ul style="list-style-type: none"> <li>• Assist the Training Manager in the development of annual training operations plans that align with the goals set by the CfAT Ltd Executive</li> </ul>
3. <b>Training Delivery</b>	<ul style="list-style-type: none"> <li>• Independently assess the training needs of a wide range of Indigenous regional and community stakeholders</li> <li>• Independently design, deliver and assess quality training programs to meet stakeholder, NVR and funding body requirements</li> <li>• Set up, maintain and monitor documented training records in accordance with NVR requirements and CfAT Ltd Training Team procedures</li> <li>• Determine learner and other stakeholder training goals, together with individual learner needs and learner styles as the basis for the design of appropriate training strategies</li> <li>• Ensure all Quality Improvement Actions arising out the scheduled learning and assessment resources review/validation processes are incorporated into new or modified learning strategies</li> <li>• Maintain current industry awareness of any changes to units and certificates as per the relevant National Training Package review processes</li> <li>• Ensure delivery and assessment strategies are mapped against all of the units of Competency</li> <li>• Work with the Training Team managers to ensure that training materials and resources used in</li> </ul>

	<p>training programs are compliant with ASQA and funding bodies' requirements</p> <ul style="list-style-type: none"> <li>• Ensure delivery and assessment material is contextualised to ensure its relevance to particular enterprises or individuals</li> <li>• Ensure that all training is appropriately resourced with fit-for-purpose tools and equipment</li> <li>• Ensure that all learners are correctly enrolled and resulted</li> <li>• Ensure that all training programs are adequately planned, including for resources and travel to and from the training site</li> </ul>
<b>4. Business Development and Marketing</b>	<ul style="list-style-type: none"> <li>• Be an ambassador for CfAT Ltd and ensure that CfAT Ltd is represented in a positive manner when in the workplace</li> <li>• Assist the Quality and Compliance Manager to develop the marketing and promotional materials of CfAT training as required</li> <li>• Engender positive relationships with clients and key stakeholders when representing CfAT Ltd or delivering training on behalf of CfAT Ltd</li> </ul>
<b>5. Work Health and Safety</b>	<ul style="list-style-type: none"> <li>• Be responsible for the development and maintenance of a culture of compliance towards WHS</li> <li>• Ensure regular WHS audits are carried out, as directed by the Training Manager, on a regular basis</li> <li>• Ensure that adequate risk management procedures are carried out, especially when working remotely as per WHS policy and procedures</li> <li>• Assist in the elimination or acceptable control of any situations which could result in injury or health issues occurring from the work environment</li> <li>• All Work Health and Safety are issues reported appropriately</li> <li>• Ensure all functional workshops and work site areas are clean, tidy and hazard free</li> </ul>
<b>6. Specific Projects</b>	<ul style="list-style-type: none"> <li>• Carry out other duties and/or projects as requested by the CEO, COO or Training Manager and ensure that they are completed and reported within set timeframes</li> </ul>