# ROLE DESCRIPTION

<table>
<thead>
<tr>
<th>Role Title:</th>
<th>Trainer and Assessor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department:</td>
<td>Training and Education</td>
</tr>
<tr>
<td>Reports to (title):</td>
<td>Site Manager/Community College Manager</td>
</tr>
</tbody>
</table>

## Organisational Environment

MADEC is a community based non-profit company dedicated to servicing the Sunraysia, Mid Murray, Murray Darling, Riverland, Murraylands, Kadina/Clare and Adelaide South regions. As an innovative and responsive community business MADEC will meet the needs and aspirations of individuals and communities through premium provision of community education, training, employment and enterprise services.

MADEC operates as a multi-site service provider within Job Services Australia, managing an Education, Employment Services Contract which delivers employment/educational outcomes for defined client groups in accordance with guidelines set down by the Department of Education, Employment and Workplace Relations (DEEWR).

## Primary Purpose of Role

The main focus for this position is provide quality and professional Training and Assessment in the required discipline, ensuring compliance with AQTF and funding agreements. In addition to this, you will develop and maintain industry contacts, ensure your knowledge is up to date as well as perform administrative duties in support of your training activities.

## Direct Reports to this Role

<table>
<thead>
<tr>
<th>Direct Reports to this Role</th>
<th>Total Number of Reports</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nil</td>
<td>Nil</td>
</tr>
</tbody>
</table>

## Key Relationships

| Internal | Site Manager  
|          | Community College Manager  
|          | MADEC Trainers, Administrative staff |

| External | MADEC’s clientele e.g. existing and prospective students, employers, industry & community stakeholders. |
**Key Responsibilities/Accountabilities:**

### Training and Assessment Compliance

- Develop AQTF compliant training and assessment strategies, delivery materials and assessment tools as required.
- Train and assess the Nationally Accredited Certificate III (or above) in appropriate discipline.
- Evaluation and monitoring of student progress, pre, during and post course, including the development of curriculum and evaluative processes as required.
- Deliver flexible learning programs and solutions.
- Adhere, monitor and review all AQTF standards, funding agreements and contractual requirements
- Maintain a professional image and organisational and client confidentiality at all times
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications and establishing and maintaining industry and personal networks.

### Industry Liaison and Consultation

- Liaise and work with Industry and employers to establish current trends and market needs.
- Source student practical placement opportunities with local industry and business partners.
- Works within network and industry contacts to assist in securing ongoing employment for clients/students.
- As part of a team, meet specific outcome targets as determined by MADEC Management and/or funding bodies.

### Administrative

- Provide administrative staff with the client and program details, reports and assessment information as required
- Revises systems and procedures by analysing operating practices, recordkeeping systems, forms control and resource requirements and implements changes (once approved).
- Provide reports as required by the Chief Executive Officer, Site Manager and/or Manager, Community College
- Provides information to prospective students by answering questions and requests.
- Contribute to MADEC’s Quality and Continuous Improvement processes
- As part of a team, meet specific outcome targets as determined by MADEC Management and/or funding bodies.

### General

- Contribute to the achievement of the goals as outlined in the Strategic Plan and the overall objectives of the organisation
- Participate in staff appraisal/professional development review process at least annually
- Participate in the Quality and Safety Management System by assisting with monitoring and evaluating of activities and mechanisms, identifying opportunities for improvement and correcting problems to improve customer service
- Complying to OH&S, WorkCover and EEO requirements by supporting the overall Quality and Safety Management System to provide a safe and healthy work environment, free from sexual harassment and discrimination
- Comply with MADEC’s Environmental Management System (EMS) by committing to the continuous improvement of our environmental performance by implementing measures to ensure avoidance of environmental harm and minimisation of impacts.
<table>
<thead>
<tr>
<th><strong>Qualifications and Experience:</strong></th>
<th></th>
</tr>
</thead>
</table>
| **Qualifications/ Memberships** | Certificate IV Training and Assessment or its equivalent.  
Certificate III, or above, in required course  
Must have and retain competencies relevant to training.  
A current driver’s licence. |
| **Experience:** | Relevant industry experience in course to be applied.  
Demonstrated experience and training delivery of required courses  
Relevant experience in developing and implementing learning strategies to support the achievement of identified goals. |
| **Skills:** | Exceptional use and working knowledge of computer software, particularly Microsoft Office Suite (2003 and 2007).  
Capability to work autonomously within broad guidelines provided by the management  
Well-developed communication and interpersonal skills.  
Ability to work as part of a team, exercising initiative and the capacity to manage responsibility.  
Demonstrated organisational ability for effective time management in a busy workplace environment.  
Excellent administrative, organisational and report writing skills, with a strong focus on accuracy. Demonstrated ability to prioritise tasks and meet deadlines simultaneously with attention to detail. |
| **Personal Attributes:** | A willingness and capacity to learn on a continuous basis.  
Ability to apply skills and knowledge outside the confines of the major role, to exercise initiative, and to adapt to changing demands.  
Able to work both autonomously and as a team member.  
An understanding of a commitment to quality and customer service.  
A non-judgmental and empathetic attitude and showing acceptance of people of diverse backgrounds.  
Effective organisational and time management skills.  
Capacity to provide leadership and gain cooperation of others.  
Seeking solutions, determines what action needs to be taken and address the problem  
Develops meaningful, professional relationships with students
At MADEC We Value

**Trust, Honesty and Accountability**  
The upholding of trust, honesty and individual and organisational accountability in all we do and say.

<table>
<thead>
<tr>
<th>The behaviour:</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Walks the talk</td>
</tr>
</tbody>
</table>

**Two or three key actions to demonstrate in this role:**  
Communicates consistently, honestly, constructively and with good intent.  
Recognise, give credit to and respect our people for their contributions.

**Dignity and Respect**  
The right of each and every person to be treated with respect and dignity.

<table>
<thead>
<tr>
<th>The behaviour:</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Supports team members and colleagues</td>
</tr>
</tbody>
</table>

**Two or three key actions to demonstrate in this role:**  
Treats colleagues and subordinates in a fair and equitable manner.  
Build relationships across the organisation.  
Relates easily with a wide range of diverse people.

**Community**  
The spirit and ethos of community development and community well being.

<table>
<thead>
<tr>
<th>The behaviour:</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Community focus</td>
</tr>
</tbody>
</table>

**Two or three key actions to demonstrate in this role:**  
Looks for opportunities to strengthen the communities we operate in.

**Initiative and Creativity**  
The initiative and creative potential of individuals and the contribution they can make to MADEC.

<table>
<thead>
<tr>
<th>The behaviour:</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Open to new ideas</td>
</tr>
</tbody>
</table>

**Two or three key actions to demonstrate in this role:**  
Open to new ideas and processes  
Collaborate on changes and support ideas of others.

**Growth and Development**  
The professional growth and development of board members, management and staff that will enhance their skills, knowledge and experience.

<table>
<thead>
<tr>
<th>The behaviour:</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Creates a picture of success</td>
</tr>
</tbody>
</table>

**Two or three key actions to demonstrate in this role:**  
Provides service, knowledge and experience to others.  
Provides a culture that supports continual learning.
**Quality and Continuous Improvement**
The development and delivery of high quality services to our clients and customers through continuous improvement and organisational development processes.

**The behaviour:**
- Understands the business
- Seeks opportunities for business benefit
- Thinks analytically
- Thinks conceptually

**Two or three key actions to demonstrate in this role:**
- Understands how the department works and contributes to business success
- Challenges the status quo
- Continually reviews processes to ensure best practice.

**Economic, Social and Environmental Sustainability**
The principles and practices of economic, social and environmental sustainability.

**The behaviour:**
- Understands the business
- Seeks opportunities for business benefit
- Thinks analytically
- Thinks conceptually

**Two or three key actions to demonstrate in this role:**
- Seeks opportunities to improve, quality and efficiency, safety, health and the environment
- Ensure safe working environment for employees by actively resolving safety issue in a timely manner.
- Being thoughtful about resource

---

**Role Description developed by:**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position Title</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>/ /</td>
</tr>
</tbody>
</table>

**Authorised by:**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>L.Williams</td>
<td>Human Resources Manager</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>03/10/2011</td>
</tr>
</tbody>
</table>