



<b>Subject-Department</b>	<b>POSITION DESCRIPTION</b>	<b>Number</b>	T2
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		<b>Effective Date</b>	13/02/2009

**POSITION LOCATION:** MADEC Community College

**TIME FRACTION:** Part Time / Full Time

**COMMENCEMENT DATE:** To be advised

**REPORTS TO:** Site Manager

### PRIMARY OBJECTIVES

The main focus for the position is:

- Train and assess the Nationally Accredited Qualifications in Children's Services to Diploma level, and other allied programs as required.
- Liaise and work with Industry to establish current trends and market needs.
- Assist with sourcing participants and marketing for the training programs.
- Plan, develop, implement, assess and evaluate a range of accredited and fee for service training programs, both on campus and as Traineeships.
- Deliver flexible learning programs.
- Other duties as required.

### 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). As a result of this coverage, MADEC staff may be required to undertake duties across existing or new Branches, subject to operational needs and contractual requirements, from time to time.

### ORGANISATIONAL RELATIONSHIPS

**Supervisor:** Site Manager, Team Leaders

**Lateral Relationships:** MADEC Trainers, Administrative Staff

**Subordinates:** Nil

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### **SPECIFIC ACCOUNTABILITIES**

- Develop AQTF2007 compliant training materials and assessment tools.
- Provide administrative staff with the client and program details, reports and assessment information as required.
- Maintain a professional image and organizational and client confidentiality at all times
- Adhere to all AQTF2007 standards and contractual requirements
- Provide reports as required by the Chief Executive Officer and/or Manager, Community College
- Abide by MADEC polices and procedures
- 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.

### **KEY SELECTION CRITERIA**

#### ***Qualifications***

- Certificate IV Training and Assessment or its equivalent
- Diploma of Children's Services.
- Must have and retain competencies relevant to Children's Services training
- A current drivers licence

#### ***Knowledge***

- Understanding of the methods used to deliver programs in adult education
- Understanding of assessment and reporting procedures
- A good understanding of confidentiality
- An understanding of the principles of Quality Assurance

#### ***Skills***

- Competent use and working knowledge of computer software, particularly Microsoft Office Suite of programs.
- Well developed communication and interpersonal skills.
- Ability to work as part of a team, exercising initiative and the capacity to manage responsibility.
- Demonstrate organizational ability for effective time management in a busy workplace environment.
- Excellent administrative, organizational and report writing skills, with a strong focus on accuracy.
- Able to demonstrate vocational competencies at least to the level of those being delivered.

#### ***Experience***

- Relevant experience in Childcare industry.
- Demonstrated experience in training delivery of Children's Services, (including years of experience)

#### ***Personal Attributes***

- Interpersonal, oral and written communication skills appropriate to the primary objectives of the role.
- 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 and commitment to quality and customer service.
- A non-judgmental and empathetic attitude and showing acceptance of people of diverse backgrounds.
- Effective organizational and time management skills.
- Patience in dealing with students.
- Capacity to provide leadership and gain the cooperation of others.



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### **Key Performance Indicators (KPI)**

The successful candidate will be required to meet Key Performance Indicator's as per the conditions of the various contracts involved with the position (eg ACFE, AATP, DEEWR), AQTF2007 Standards and agreed Student Contact Hour targets.

### **CONDITIONS OF EMPLOYMENT**

- All staff must take responsibility for a safe and healthy work environment and have a commitment to equal opportunity and a workplace free from discrimination and harassment.
- All staff are expected to behave in accordance with MADEC's Policies and Procedures and actively contribute to the continuous improvement of MADEC's Quality Management Systems.
- All staff are expected to maintain a smoke free work environment.
- All appointments that are likely to be engaged in child-related work, that usually involves, or is likely to involve, regular direct contact with a child or children in child-related work areas of MADEC and where that contact is not directly supervised by another person are subject to a satisfactory Working with Children Check. A completed Working with Children Check must be supplied before a successful applicant can be appointed. Where a Working with Children Check cannot be processed prior to commencement the appointee is required to submit a statutory declaration confirming that they have applied for a Working with Children Check and either that they do not have a Working with Children or alternatively indicating that a record does exist. Staff who has supplied a statutory declaration pending may have their employment terminated in the event that a satisfactory Working with Children Check is not provided. The cost of obtaining a Working with Children Check is to be met by the recommended candidate.

### **PROBATION**

All positions at MADEC are subject to an initial probationary period of three (3) months in accordance with legislation under the Workplace Relations Act 1996.