

# Position Description

<b>Title</b>	Senior Education & Training Officer (AOD)
<b>Business Unit</b>	Education & Training, RTO & Workforce Development
<b>Location</b>	26 Jessie Street, Coburg
<b>Employment type</b>	Part-time (45.6 hours per fortnight), Ongoing
<b>Reports to</b>	Manager, RTO & Workforce Development

## About Uniting

Uniting Vic.Tas is the community services organisation of the Uniting Church. We've been supporting people and families for over 100 years. We work alongside people of all ages in local communities in Victoria and Tasmania. Our services reach to Albury-Wodonga in the north, Mallacoota in East Gippsland, the Wimmera region in the west, and across Tasmania.

We empower children, young people and families to learn and thrive. We're there for people experiencing homelessness, drug and alcohol addiction or mental illness. We support people with disability to live the life they choose. We assist older people to maintain their independence and enjoy life. We provide opportunities to access training and meaningful employment. We're proud to welcome and support asylum seekers to our community. We work to empower people with the information, skills and tools they need to live a healthy, happy life.

As an organisation, we work in solidarity with Aboriginal and Torres Strait Islander people as Australia's First Peoples and as the traditional owners and custodians of this land. We celebrate diversity and value the lived experience of people of every ethnicity, faith, age, disability, culture, language, gender identity, sex and sexual orientation. We welcome lesbian, gay, bisexual, transgender, gender diverse and non-binary, intersex, and queer (LGBTIQ+) people at our services. We pledge to provide inclusive and non-discriminatory services.

**Our purpose:** To inspire people, enliven communities and confront injustice

**Our values:** We are imaginative, respectful, compassionate and bold

## 1. Position purpose

The trainer position is required to meet the demands of the training in the AOD classes for all staff in Uniting. The position will continue the relationships within the different teams across Uniting and be reporting to the Manager of the RTO & Workforce Development for all training schedules, delivery and assessment structures. The theory and practical workshops and activities for the AOD units of competencies will be a blended course through our learning management system Ammonite, and the face to face will require some travel between offices and worksites.

## 2. Scope

**Budget:** nil

**People:** nil

## 3. Relationships

### Internal

- Senior Education and Training Officers
- Education Administration Personnel
- Manager of RTO & Workforce Development

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- Consumers & Clients
- Uniting Clinical Service workers and management
- Senior Manager of Clinical Programs.

#### External

- Department of Health and Human Services
- Vic Roads
- Students,
- Representatives from external community services
- ASQA Standards
- AOD organisations

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## 4. Key responsibility areas

### Service delivery

- Ensure the organisation materials and resources are maintained, a quality approach to training and assessment within all of its courses.
- Ensure all training and assessment processes and systems are managed in compliance with the VET Quality Framework and align to the AQF framework guide on issuing qualifications.
- Ensure the management of the transitions to new Training Packages within 12 months of their publication on the National Register.
- Maintain currency and a sound understanding of the qualifications and statements of attainment issued by any other Australian Registered Training Organisation.
- Ensure the fair and accessible approach to Recognition of Prior Learning (RPL) and all students are given the opportunity to apply for RPL upon enrolment.
- Ensure there is effective consultation with industry in relation to all courses on its Scope of Registration.
- Maintain learning and assessment materials through annual validation sessions
- Must hold the relevant vocational & VET qualifications in line with the Standards for Registered Training Organisations (RTOs) 2015 requirements set out in clauses 1.13 – 1.16.
- Must provide current industry experience of at least 2 years

### Administration

- Ensure all records and reports are up-to-date and provided in an accurate and timely manner to administration for system uploads
- Communications to students re: feedback and results to be carried out during and on completion of course training.
- All assessments and delivery to be aligned to the training package rules
- Attendance at staff meetings on a regular basis
- Address any complaints or appeals in relation to the course delivered and assessed

### Quality and risk

- Ensure and complies with all legislative requirements, obligations and contractual commitments as well adhering to policies and procedures. In particular:
- VET Quality Framework
- ASQA's General Directions and Fact Sheets

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- Relevant Commonwealth, State or Territory legislation and regulatory requirements which are relevant to its operations and Scope of Registration.
- Australian Vocational Education and Training Management Information and Statistical Standards (AVETMISS)
- Uniting policies & procedures for the RTO
- Ensure actively participates in internal audits against the RTO Standards and government funding contracts at least annually.
- Notify the manager of any significant changes to Uniting RTO's control, management or operations
- Maintain scope of registration, and consistent with its training and assessment strategies, aligned to the principles of assessment and gathering of evidence.
- Adhere to the ethics of delivering the training and assessment processes
- Ensure educational and support services meet the needs of the learner cohort/s undertaking the training and assessment
- Review of learning resources to enable learners to meet the requirements for each unit of competency, and which are accessible to the learner regardless of location or mode of delivery
- Ensure all facilities are suitable, whether physical or virtual, and equipment to accommodate and support the number of learners undertaking the training and assessment.

#### People and teams

- Establish, and inspire an engaged and productive team
- Undertake to leading best practices and effective process governance
- Provide support, guidance, coaching, leadership, and empowerment to the team including feedback through performance reviews and regular supervision.
- Undertake regular supervision and performance review with line manager, providing feedback to promote collaborative working relationships
- Promote and maintain a positive, respectful and enthusiastic work environment
- Provide authentic team leadership and the highest level of professional conduct in alignment with Uniting's values.

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#### 5. Personal accountability

- Compliance with Uniting's values, code of conduct, policies and procedures and relevant government legislation and standards where relevant.
- Cooperate with strategies to actively ensure the safety, protection and well-being of children who come into association with us.
- Ensure appropriate use of resources.
- Work collaboratively with Uniting (Victoria Tasmania) employees and external stakeholders in accordance with Uniting's values and professional standards of behaviour.
- Actively participate in initiatives to maintain, build upon and promote a positive and collaborative workplace.
- Identify opportunities to integrate and work collaboratively across teams.
- Take reasonable care for your own health and safety, and health and safety of others (to the extent required).
- Promote a positive safety culture by contributing to health and safety consultation and communication.
- Promptly respond to and report health and safety hazards, incidents and near misses to line management

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- Attend mandatory training sessions (i.e. equal employment opportunity, health, and safety) and mandatory training specific to position.
- Declare anything that you become aware of through the course of your engagement which may impede your suitability to work with children and/or young people.

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#### 6. Performance indicators

- Training and assessment must be in line with the AQF and ASQA standards

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#### 7. Person specification

##### Qualifications

- Current TAE40116 in Training & Assessment or above
- Current First Aid (HLTAID011) & CPR (HLTAID009)
- Hold current Certificate IV in CHCOAD qualifications or higher

##### Experience

- Have at least 3-5 years working in the AOD field of work
- Qualifications or Professional development in mental health provision of services preferred but not essential experience

##### Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting's values.
- Demonstrated ability to provide safe environments for children and young people and protect them from abuse and neglect.
- As per Department of Health and Human Services (DHHS) guidelines, minimal skillsets to work in AOD sector.
- Addictions, the principles of harm minimisation, and the principles underlying the A&OD service sector in Australia.
- Demonstrate specific AOD interventions, counselling and case management, Forensic AOD work.
- Can demonstrate complex AOD and mental health issues.
- Demonstrated attention to detail with well-developed administrative and organisational skills to effectively manage high volumes of work and determine priorities, meet targets and deadlines.
- Ability to maintain confidentiality at all times.
- Well-developed organisational skills with the ability to prioritise multiple tasks.
- Demonstrated knowledge and application of computer software, including Microsoft Office and the Internet.
- High level verbal and written communication skills that enable effective and appropriate communication with a broad range of people at all levels.
- Demonstrated ability to contribute to positive workplace cultural and practices.

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#### 8. We are a child safe organisation

Uniting is a child safe organisation and is committed in everyday practice to ensure the safety and wellbeing of all children, at all times. As a child safe organisation, employment with Uniting is subject to a satisfactory national (and international where relevant) police check and relevant Working With Children Check (and NDIS Worker Screening Check where relevant) to your State prior to commencement of any paid or unpaid work and/or participation in any service or undertaking.

**This position description is subject to review and may change in accordance with Uniting's operational, service and consumer requirements.**

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#### 9. Acknowledgement

I have read, understood, and accepted the above Position Description

##### Employee

Name:

Signature:

Date: