



ROLE PROFILE – TRAINER AND ASSESSOR

POSITION TITLE	: Trainer and Assessor
LOCATION	: Biznorth Pty Ltd, Winnellie, Northern Territory
RESPONSIBLE TO	: Managing Director
EMPLOYMENT CONDITIONS	: Negotiable + 9% superannuation
RESPONSIBLE FOR	: Nil positions
SPECIAL CONSIDERATIONS	: Current Northern Territory Class C Driver's licence Ability to maintain an NT drivers licence An NT criminal history check will be conducted After hours work may be required Some travel intra and interstate may be required Biznorth has zero tolerance for smoking in the workplace

ROLE PROFILE:

Responsible for the design development implementation and assessing of accredited training programs including Certificate IV Frontline Management and Project Management. Responsible for the pastoral care and training records management of adult students and business clients. Working with the Biznorth training team, provide marketing and promotional advice to target audiences including remote areas. In conjunction with the Training Coordinator provide services in non accredited course design and delivery. Contribute to the production of responses to tenders and grants.

Key Responsibilities:

- Design and delivery of accredited training and assessment in line with AQTF standards
- Conducting assessments and assignment marking
- Provide contribution and direction in line with organisational values, policies and procedures
- Identify and secure income streams within Biznorth's training capability and capacity
- Liaison with Government Departments and Industry on training needs
- Contributing to the continuous improvement of Biznorth
- Contribute to the strategic direction of Biznorth's training schedule
- Contribute to the strong team environment by assisting other roles as required
- Promote the Bizcentre as training and meeting facilities to outside users

SELECTION CRITERIA

Essential

- Certificate IV in Training and Assessment (TAA40104) or equivalent
- At least 3 years experience in adult education and industry work experience
- Demonstrated knowledge of and understanding of the function of Training Packages
- Highly developed interpersonal and consultation skills, with capability to develop effective relationships across the organisation and with external organisations
- Highly developed oral and written communication and problem solving skills
- Intermediate level of computer skills
- Demonstrated capacity to work within multi-cultural and geographic diversity
- Demonstrated ability to manage a range of conflicting urgencies and shifting deadlines within a complex environment

Desirable

- Computer skills to the level required for preparing Learners Guides, Assessment Records and managing student records, i.e. VETtrak and Microsoft Office including Word and PowerPoint
- Research skills to the level required to maintain knowledge of current VET issues

Your next step

If you are interested in working with a dynamic team where your contribution will be valued and suitably rewarded, please forward your written application addressing the selection criteria with your resume of experience to:

Email: info@biznorth.com.au

or post to:

General Manager

Biznorth Pty Ltd

PO Box 37170

Winnellie NT 021

by close of business Friday 30th July 2010