
P O S I T I O N D E S C R I P T I O N

Position Title:	Business Skills Trainer and Assessor
Type of Employment:	Casual or part-time. (With the possibility of extended hours towards the end of 2022, possibly up to full-time.)
Commencing:	As soon as possible
Location:	Launceston
Hours of Duty:	The normal hours of duty will be from 8.30am – 5.00 pm, Monday to Friday.
Conditions:	Educational Services (Post-Secondary) Award 2010. Pay rate level will depend on skills and experience.

Purpose of Position

The Business Skills Trainer and Assessor will train clients in and around the Launceston office, and on-site in Business Skills courses. There will also be a caseload of Business trainees assigned to the Trainer and Assessor who will be required to manage and assess these clients through their qualifications. Most of the assessment will be done in the client workplace, or via Zoom. As a state-wide organisation there may be times where travel is required throughout the state.

About NDA Training Tasmania)

NDA Training Tasmania is a privately owned company based in Tasmania, with three offices around the state in Hobart, Launceston and Devonport. It commenced in 1985 with a single office in Launceston, teaching computer skills to clients. The current owner and Managing Director, Karina Stojansek, purchased the business from the founder, Nigel Davies in 2019, after working for over 20 years at NDA.

The business NDA has grown to employ over 30 staff. NDA is now a fully accredited Registered Training Organisation (RTO) and Group Training Organisation (GTO) offering qualifications from Cert II to Diploma in Information Technology (IT) and Business. NDA also offer qualifications in Project Management - Cert IV and Diploma, and Cert IV in TAE. NDA also offer IT and Business Skills short training courses. NDA clients include public sector, corporate clients, private business and the general public.

PRIMARY DUTIES

General Responsibilities

- Enhance the reputation of NDA by relating to clients in a professional and ethical manner.
- Build relationships with clients, trainees, employers and NDA staff.
- Develop a detailed knowledge of NDA's training courses and products.
- Utilise client information from the NDA database and Vettrak when dealing with clients.
- Maintain a detailed knowledge of the RTO services NDA provides.
- Maintain a detailed knowledge of the RTO Standards in the Quality Assurance Framework and ensure compliance within the Framework.
- Attend regular trainer/assessor validation meetings bi-annually
- Develop a detailed knowledge of the qualifications NDA provides.

Administration

- Complete all necessary admin tasks accurately and on time.
- Prepare for and carry out client visits and assessments on site and via Zoom.
- Establish ongoing training and assessment plans for trainees.
- Manage ongoing training programs for individual trainees.
- Carry out assessments in line with individual trainee requirements.

Business Skills Trainer Responsibilities

- Learn and deliver Business Skills training courses, as required.
- Further develop your own skills through reading, research, training, and discussion with other staff.
- Market additional training and consulting services to NDA clients during training courses.

Level of Responsibility

Responsible for the successful management of the assigned duties and associated activities. High levels of confidentiality are expected to be maintained. Responsible for complying with the relevant Workplace Health and Safety legislation and NDA policies and procedures as relating to the position.

Direction/Supervision

The Business Skills Trainer and Assessor will report directly to the Managing Director, Karina Stojansek. The Business Skills Trainer and Assessor will not be required to supervise other staff.

Knowledge and Skills

1. Minimum 5 years Business Skills training experience.
2. Hold a Certificate IV in Training and Assessing.
3. Strong organisational skills with a background in working in the VET sector.
4. Excellent communication and interpersonal skills, including sensitive and warm communication with colleagues and clients.
5. The ability to multi-task and manage own workflow.

SELECTION CRITERIA

Qualifications

Appropriate qualifications would include a Diploma in Business or equivalent.

Essential Requirements

- Cert IV in Training and Assessing.

Desirable Requirements

- A minimum of 5 years of Business Skills training experience.
- A minimum of 5 years working in a business management role.
- Experience working in the VET sector.

Code of Conduct

The organisation requires employees to act appropriately in the course of their duties and to maintain the confidence of the community in the activities of the organisation.