



POSITION DESCRIPTION TRAINER

Title: Trainer
Department: Education
Salary: *Refer below*

Contact Officer: Operations Coordinator **Contact Email:** jobs@mackintosh.edu.au

Key selection criteria:

1. Sound understanding of the Vocational Education and Training system and Training package applications.
2. Ability to function in a strong team environment.
3. Proven ability to develop, coordinate and implement training strategies to promote and market the educational/training products and services of Mackintosh College in the international and domestic environments.
4. Demonstrated leadership in the development and management of long term customer relationships leading to sustainable business growth and a recognized competitive advantage in the international arena.
5. Extensively developed written and oral communication and interpersonal skills with a demonstrated ability to network and liaise with industry and client representatives.
6. Demonstrated ability to consult, liaise and negotiate with key College staff involved in the delivery of courses to both International and Domestic to ensure quality outcomes.
7. Ongoing willingness to maintain current industry knowledge through Professional Development.

Duties:

- Perform training and administrative duties and tasks within the established policies and procedures.
- The employee is to train all course participants in the skills as set by the standards of the appropriate industry bodies for the particular training package in accordance with the AQTF, the company, or other nominated body (by the company) by means of personal instruction and demonstration.
- The employee's training methods, shall be set by the company with regards to areas such as; curriculum, training aids and training equipment.
- The operation and instruction of college resources and equipment.
- Various information handling and processing skills.
- Evaluation and monitoring of Student Progress, prior to, during and post course, including the development of all curriculum and evaluative processes as required.
- Ensure assessment material/process is Reliable, Authentic and carried out in a timely manner.
- Maintain student files/records paper and computer based
- Maintain class delivery materials by updating/developing/storing on the college system delivery and assessment resources.
- The training of other employees where required.



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- Adhere to policies/regulations. a).As they relate to Mackintosh International College b) As they apply under Federal /State law in areas such as Health and Safety, Anti-discrimination, Harassment policy and Equity.
- Attend general and department staff meetings as required.
- Ability to relate to International students and cross-cultural sensitivity.
- Perform other duties relevant to the position and as requested by the college.

Reports to:

- Training Coordinator (if applicable)
- Education Manager
- Chief Executive Officer

Salary:

- Casual: \$22.00 per hour - \$40.00 per hour
- Full time: Range from \$35,000 - \$42,000 package, per year
- All salary is commensurate with experience and qualifications

Required Qualifications & Experience:

- A Tertiary or Vocational Qualification relevant to the delivery scope.
- Certificate IV in Assessment and Workplace Training (TAA).
- Computer skills of a minimum Certificate II level or equivalent.
- 5 years recent, relevant industry experience.

Mackintosh Employees

All employees are inducted into the Quality System requirements immediately upon commencement of duties with the Company. They participate in any program organised to provide ongoing training. Employees will accept responsibility for the process in which they are involved, and will ensure quality at their workplace, without the need for strict supervision or continual inspection of their output.

They will conform with all relevant procedures and work instructions in the Operations Manual and its accompanying procedures and Work Instructions.