

# Position Description

<b>POSITION TITLE:</b>	<b>TRAINING COORDINATOR - DEVELOPMENT</b>
<b>POSITION TYPE:</b>	<b>FULL TIME, FIXED TERM UNTIL DECEMBER 2020</b>
<b>TEAM:</b>	<b>TRAINING TEAM</b>
<b>REPORTS TO:</b>	<b>TRAINING MANAGER</b>
<b>LOCATION:</b>	<b>MELBOURNE</b>
<b>DATE ROLE REVIEWED:</b>	<b>AUGUST 2019</b>

<b>ABOUT NO TO VIOLENCE</b>
<p>No to Violence works to bring about the changes our community needs to eliminate men's use of family violence. For 25 years, we have been working directly with men who use family violence to support them to change. Our expertise in their behaviour, attitudes and choices has enabled us to develop standards, programs and training, lead policy development, and fulfil our role as the largest peak body for organisations and individuals working with men to end family violence in Australia. We provide telephone counselling, information and referrals every day for men in Victoria, New South Wales and Tasmania. As a pro-feminist organisation, at the centre of our work is the safety of women and children, as by ending men's violence families can have happier, safer and more fulfilled lives.</p>

<b>PURPOSE OF THE POSITION</b>
<p>Leading a small team of Learning Designers, the Training Coordinator – Development is responsible for coordinating the timely design and development of high-quality, sector-responsive, innovative training packages within the Workforce Development Project. Working closely in consultation with internal and external stakeholders including VET sector partners, community service organisations, sector specialists and training practitioners; the role would coordinate the design, development, delivery, implementation and evaluation of several packages of work (accredited and unaccredited).</p> <p>In addition to overseeing the timely delivery of project deliverables to a high standard, this role will also contribute to promoting the operation of a learning culture that integrates the latest research with evidence-informed practice. The role will work closely with the Program Manager – Training and Training Coordinator – Practice, to ensure the success of these packages are in line with NTV's strategic direction.</p>

<b>KEY RESULT AREAS</b>	
<b>KEY AREA:</b>	<b>KEY ACCOUNTABILITIES</b>
<i>People Management</i>	<ul style="list-style-type: none"> <li>▪ Provide effective line management and support to Learning Designers including:             <ul style="list-style-type: none"> <li>- Contributing to the work-planning process and ensuring work objectives are delivered on time and within budget, and within the context of the Workforce Development Project and NTV's Strategic Plan.</li> <li>- Providing regular and timely feedback to direct reports in relation to performance (achievements and areas for improvement), developing performance improvement plans as required.</li> <li>- Holding regular cycle of 1:1 and team meetings to ensure effective two-way communication and enable team collaboration in delivery of the work</li> </ul> </li> </ul>

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KEY RESULT AREAS	
KEY AREA:	KEY ACCOUNTABILITIES
	<p>program.</p> <ul style="list-style-type: none"> <li>▪ Contribute to team members knowledge and skill development by briefing them on contemporary evidence-based practices within the Family Violence sector as it relates to training program design and delivery of training resources.</li> </ul>
<b><i>Training Design and Delivery</i></b>	<ul style="list-style-type: none"> <li>▪ Coordinating the design and delivery of appropriate accredited and non-accredited training programs which are aligned to evidence-informed practice, targeted at specific audiences and within scope of the Workforce Development Project. This includes:               <ul style="list-style-type: none"> <li>- Professional and workforce development for men's family violence practitioners and managers</li> <li>- Training for community sector workers</li> <li>- Upskilling of TAFE trainers</li> </ul> </li> <li>▪ Coordination of several project deliverables within the Workforce Development Project, working in close consultation with the Training Manager and Workforce Development Manager, to monitor and manage quality, cost, scope and time constraints</li> <li>▪ Work collaboratively and in close consultation with NTV managers, staff and subject matter experts to enable the translation of current evidence-informed practice into training content and delivery</li> <li>▪ Ensure that all training material complies with all relevant legal, regulatory and compliance requirements</li> <li>▪ Contribute to the design and strategic development of NTV's broader workforce development strategy</li> </ul>
<b><i>Stakeholder Management</i></b>	<ul style="list-style-type: none"> <li>▪ Continually develop and nurture partnership relationships associated with the project including:               <ul style="list-style-type: none"> <li>- Managers, co-ordinators and team members within the Practice and Learning Directorate to ensure all phases of work support a collaborate and informed approach to achieving project deliverables and high-quality outcomes</li> <li>- VET partners, sector specialists and community service organisations engaged in the Workforce Development Project</li> </ul> </li> <li>▪ Assist in preparing reports relating to the work of the Training Team for internal/external stakeholders (monthly, quarterly, annually or as required)</li> </ul>
<b><i>Knowledge Development</i></b>	<ul style="list-style-type: none"> <li>▪ Implement strategies that support continuous improvement in training program design and delivery</li> <li>▪ Ensure the Project Training Team remains current in their knowledge of the Family Violence sector and VET sector.</li> </ul>
<b><i>Policies, procedures and systems</i></b>	<ul style="list-style-type: none"> <li>▪ Adhere to, and comply with NTV's policies, procedures, and processes using appropriate information management systems and technologies as required</li> <li>▪ Operate in accordance with NTV values, by demonstrating appropriate behaviours</li> <li>▪ Proactively identify, assess and report OHS related risks and hazards in accordance with NTV OHS policies and procedures.</li> </ul>

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### KEY SELECTION CRITERIA

#### ESSENTIAL:

- Certificate IV in Training and Assessment, or higher-level qualification in vocational education and training
- Demonstrated experience in leading and coordinating teams
- Experience in, or demonstrated understanding of the Vocational Education and Training Quality Framework
- Demonstrated success of developing training packages including designing training programs with an excellent understanding of contemporary training methods and tools, adult learning principles, and the application of these to maximise learning outcomes
- Excellent verbal and interpersonal skills, with demonstrated ability to work effectively both independently and collaboratively as part of a multi-disciplinary team
- Significant stakeholder management skills including experience of working with industry, private and public training providers
- A track record of coordinating the work of a project-based team to achieve required deliverables within defined timelines

#### DESIRABLE:

- Experience or understanding of the specialist family violence sector, with specific emphasis on working with men who use violence against women and children, or extensive experience in a related sector
- Contemporary knowledge of relevant government policy and research in relation to family violence and the vocational and higher education sector

#### OTHER REQUIREMENTS

- Legal entitlement to work in Australia
- Employment with NTV is conditional upon receipt of satisfactory references and a National Police records check. Some roles require a Victorian Working with Children Check.
- Regional travel may be required to meet with stakeholders.

Signature of Job Holder \_\_\_\_\_ Date signed \_\_\_\_\_