



# Duty Statement

**Job Title:** Training Coordinator

## Position Profile

Training Coordinators are required to display and utilise a very high level of operational experience, discrete operational knowledge and training and assessment professionalism to coordinate the knowledge and resource base for operational delivery. The Training Coordinator is a specialist Trainer Assessor that has duties and responsibilities in addition to the Trainer Assessor position description. This position description is to be read in conjunction with the Trainer Assessor position description.

## Key Responsibilities

- Provision of Subject Matter Expertise to DTW Designs (Qld) Pty Ltd management and employees
- Monitors and mentors trainers / assessors professional knowledge and maintains the reliability of the DTW Designs (Qld) Pty Ltd product
- Reviews developed materials and participates in internal and external moderation activities
- Validates accredited products to recognised standards
- Provides specialist advice and product interpretation for clients
- Regularly participates in industry and stakeholder consultation
- Interprets Training Package and provides specialist advice on application to job role outcomes
- Independently develop training resources and programs
- Delivers training and assessment programs
- All DTW Designs (Qld) Pty Ltd staff members are responsible for advising the Director of any conditions, which are adverse to the quality of the work being produced or adverse to the satisfactory operation of the Quality System

## Organisational Relationships

- Reports to Training Manager
- Manages and Mentors Trainer Assessors

## Work Health and Safety (OHS) and Environmental Health and Safety - (EHS) Responsibilities

- Cooperate with the RTO in all activities and initiatives taken by the RTO to comply with WHS and EHS legislation.
- Comply with WHS and EHS manuals and instructions
- Adopt work practices that support OHS and EHS programs
- Take reasonable care for their own health and safety and the health and safety of other people who may be affected by their conduct in the workplace
- Seek guidance for all new or modified work procedures
- Ensure that any hazardous conditions, near misses and injuries are reported immediately to the Responsible Manager
- Participate in meetings, training and other environment, health and safety activities
- Not wilfully place at risk the health or safety of any person in the work place

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**Employee Development and Appraisal**

- Mentors and develops Trainer Assessors through provision of coaching and professional development programs

**Qualifications and Attributes**

- Highly developed research ability
- Relevant training and assessment materials development experience
- Training Needs Analysis proficiency
- TAE40110 Certificate IV Training and Assessment (TAE) or NSSC requirement
- Effective team management, leadership and development
- Excellent attention to detail and systematic follow-up
- Able to lead and facilitate validation and moderation sessions

**Relief during absence**

- Hands relevant current issues to responsible manager
- Deputise for Managers

**Incumbents**

Owen Brischke

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