POSITION DESCRIPTION

Position Title: Trainer and Assessor
Organisation Unit: Office of the Gatton Campus Director – UQ Skills
Position Number: New
Type of Employment: Full Time – Fixed Term
Classification: Hew 5

THE UNIVERSITY OF QUEENSLAND

The University of Queensland (UQ) contributes positively to society by engaging in the creation, preservation, transfer and application of knowledge. UQ helps shape the future by bringing together and developing leaders in their fields to inspire the next generation and to advance ideas that benefit the world. UQ strives for the personal and professional success of its students, staff and alumni. For more than a century, we have educated and worked with outstanding people to deliver knowledge leadership for a better world.

UQ ranks in the world’s top universities, as measured by several key independent ranking, including the Performance Ranking of Scientific Papers for World Universities (43), the US News Best Global Universities Rankings (45), QS World University Rankings (48), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (69). UQ again topped the nation in the prestigious Nature Index, and our Academic Ranking of World Universities result in the field of Life and Agricultural Sciences is the highest in Australia at 20.

UQ has an outstanding reputation for the quality of its teachers, its educational programs and employment outcomes for its students. Our students remain at the heart of what we do. The UQ experience – the UQ Advantage – is distinguished by a research enriched curriculum, international collaborations, industry engagement and opportunities that nurture and develop future leaders. UQ has a strong focus on teaching excellence, winning more national teaching excellence awards than any other in the country and attracting the majority of Queensland’s highest academic achievers, as well as top interstate and overseas students.

UQ is one of Australia’s Group of Eight, a charter member of edX and a founding member of Universitas 21, an international consortium of leading research-intensive universities.

Our 50,000-plus strong student community includes more than 13,000 postgraduate scholars and more than 12,000 international students from 144 countries, adding to its proud 240,000-plus alumni. The University has about 7,000 academic and professional staff and a $1.8 billion annual operating budget. Its major campuses are at St Lucia, Gatton and Herston, in addition to teaching and research sites around Queensland and Brisbane city. The University has six Faculties and four University-level Institutes. The Institutes, funded by government and industry grants, philanthropy and commercialisation activities, have built scale and focus in research areas in neuroscience, biomolecular and biomedical sciences, sustainable minerals, bioengineering and nanotechnology, as well as social science research.
UQ has an outstanding track-record in commercialisation of our innovation with major technologies employed across the globe and integral to gross product sales of $11billion+ (see http://uniqquest.com.au/our-track-record).

UQ has a rapidly growing record of attracting philanthropic support for its activities and this will be a strategic focus going forward.

The School of Veterinary Science has a rich history, having been founded in 1936, and with a reputation for graduating highly capable veterinarians. The Veterinary Science program at UQ has full accreditation with the Australasian Veterinary Boards Council, the Royal College of Veterinary Surgeons and the American Veterinary Medical Association. The School also contributes to programs in veterinary technology and animal & veterinary bioscience. The respected QS World Rankings recently ranked UQ as 22nd in the world in the field of Veterinary Science.

Organisational Environment

In 1990, The University of Queensland merged with the Queensland Agricultural College, which saw the establishment of the University’s Gatton Campus. It hosts a number of degree programs in agricultural and veterinary sciences, in addition to research centres and a wide range of facilities to support teaching and research in agriculture and veterinary sciences. Engagement with the local community is a critical element of the philosophy and activities of the Campus. Effort to promote innovation on the Campus is another key feature of UQ Gatton, as is a focus on sustainability.

The Campus offers an extremely broad range of qualifications from vocational to undergraduate to postgraduate and research higher degrees. The programs run from the Campus are in disciplines such as agriculture, animals, veterinary science, food or the environment involving issues such as climate change, feeding a growing population, biosecurity, and diminishing natural resources. As a result, UQ Gatton is a large and complex campus, predominantly a rural setting with working farms and dairy, as well as Halls of Residence, advanced research facilities and contemporary teaching spaces, from traditional lecture theatres to those designed to teach animal sciences.

The Office of the Director, Gatton Campus is responsible for ensuring the smooth and effective operations of the Gatton Campus of The University of Queensland, supporting academic teaching, research and community programs. The Director’s portfolio includes responsibility for the Gatton Dairy, Piggery Unit, Equine Unit, Cropping Unit, Grazing Animal Unit, UQ-Skills and the Halls of Residence in addition to administration functions and OH&S.

The UQ Skills is a Registered Training Organisation (RTO 1511) and is chartered to deliver a range of accredited vocational education and training programs and non-accredited professional development programs. Various external, industry-based training programs on a fee-for-service basis or government funded training programs are also delivered by the Centre.

Information about the Gatton Campus can be found at https://gatton.uq.edu.au/

Diversity and Inclusion

The Office of the Director, Gatton Campus recognizes and values equity and diversity, and encourages applications from any individual who meets the requirements of this position irrespective of gender, sexuality, race, ethnicity, religion, disability, age or other protected attributes. The School strives to provide an inclusive working environment, and along with
the University is committed to supporting staff with family and caring responsibilities by providing policies, programs and initiatives to help balance work and family responsibilities.

**Information for Prospective Staff**

Information about life at UQ including staff benefits, relocation and UQ campuses is available at - [http://www.uq.edu.au/current-staff/working-at-uq](http://www.uq.edu.au/current-staff/working-at-uq)

**DUTY STATEMENT**

**Primary Purpose of Position**

The primary role is to act as a trainer and/or assessor within the UQ Skills, specialising in the individual’s key areas of expertise. Trainers and assessors may be required to work on and off the campus, resulting in some travel as required.

**Duties**

Duties and responsibilities include, but are not limited to:

**Training and assessment**

- Assist and offer expert advice in the preparation of training and assessment process and tools.
- Take part in validation and moderation activities ensuring continuous improvement of training.
- Attendance in the classroom and/or training area before the commencement and after the completion of class. Ensuring rolls, induction paperwork, enrolment forms are completed prior to commencement and are dispersed to the appropriate staff once completed.
- Setting and/or following training plans and/or lesson plans for each class.
- Prepare tools and equipment prior to training and practical demonstrations.
- Track and maintain student results, attendance rates and progress in conjunction with the Training Officer and Training Manager. Assess and mark student work and assignments, providing feedback and managing reassessment as required.
- Ensure familiarity with courses, units of competency, training packages offered and respective training and lesson plans.
- Prepare lesson notes and training aids as required
• Participate in the preparation of training and assessment resource development under direction of the Lead Assessor and Training Manager

• Ensure confidentiality and privacy of student work, assessment tools, answer guides and all associated documents

• Follow all UQ Skills vocational policies and procedures together with the requirements of ASQA.

Other
Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including:

• the University's Code of Conduct
• requirements of the Queensland occupational health and safety (OH&S) legislation and related OH&S responsibilities and procedures developed by the University or Institute/School
• the adoption sustainable practices in all work activities and compliance with associated legislation and related University sustainability responsibilities and procedures
• requirements of the Education Services for Overseas Students Act 2000, the National Code 2007 and associated legislation, and related responsibilities and procedures developed by the University

Organisational Relationships
The position reports to the Project Manager.

SELECTION CRITERIA

• TAE40110 Certificate IV in Training and delivery of a range of agriculture based courses such as but not limited to eg. Certificate II and III in Rural operations, Certificate II and III in Agriculture, Certificate II and III in Horticulture and other courses as required.

• Relevant work experience or an equivalent combination of relevant experience and/or education/training.

• Knowledge of Australian Skills Quality Authority (ASQA) standards that relate to the quality aspects of learning, assessment and mapping of materials with the skills to comprehend and implement whilst training. Or the ability to rapidly acquire such skill and knowledge.

• Sound knowledge and skill in implementing the Principles of Assessment and Rules of Evidence, or the ability to rapidly acquire such knowledge.

• High level skills in the use of a wide range of computer applications in a network environment particularly the use of the Microsoft Office suite in a large organisation or the ability to rapidly acquire such knowledge.

• Sound knowledge and understanding of the University's risk assessment database and policies and procedures or the demonstrated ability to rapidly acquire such knowledge.
• Sound knowledge and understanding of the OH&S requirements for specialist area being taught and current industry practice and regulations.

• Experience in the relevant industry and the ability to remain industry current.

• High level written and oral communication skills and organisational skills, including the ability to prioritise competing work demands with a high level of attention to detail.

• Demonstrated ability to establish co-operative working relations with staff across the UQ Skills sites and the wider University.

• The ability to influence and motivate others with the ability to present topical teaching material in a meaningful, stimulating manner.

• Demonstrated ability to use judgment, show initiative and work independently whilst also working effectively in a team.

Vaccinations and Immunisation

It is a condition of employment for this role that if you are required now or in the future, to work or interact in Queensland Health clinical facility; or in an equivalent clinical health facility; or health care role; or will be required to perform work tasks that put you at risk of exposure to vaccine-preventable disease you are required to be immunised against, and remain immunised against, certain vaccine preventable diseases (VPDs) in accordance with the University's Vaccinations and Immunisation Guidelines (PPL 2.60.08). The employee is required to provide evidence of immunisation against VPDs.

The University of Queensland values diversity and inclusion and actively encourages applications from those who bring diversity to the University. Please refer to the University's Diversity and Inclusion webpage (http://www.uq.edu.au/equity) for further information and points of contact if you require additional support.

This role is a full-time position; however flexible working arrangements may be negotiated.

Accessibility requirements and/or adjustments can be directed to the contact person listed in the advertisement.