

Position description

Position title:	Training and Program Development Officer
School/Section/VCO:	Student Connect
Campus:	Mt Helen Campus. Travel between campuses will be required.
Classification:	Within the HEW Level 6 range
Employment mode:	Continuing appointment
Probationary period:	This appointment is offered subject to the successful completion of a probationary period.
Time fraction:	Part-time
Recruitment number:	849041
Further information from:	Mr Jerry van Delft, Director, Student Connect Telephone: (03) 5327 6436 E-mail: j.vandelft@federation.edu.au
Position description approved by:	Mr Jerry van Delft, Director, Student Connect

This position description is agreed to by:

Employee name

Signature

Date

The University reserves the right to invite applications and to make no appointment.

Warning: uncontrolled when printed.

Authorised by: Director, Human Resources
Document owner: Manager, HR Shared Services

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Position summary

Student Connect is a directorate within the Student Support and Services portfolio which aims to ensure that students have an excellent student experience and are successful in achieving their educational and personal goals. Student Connect is comprised of three main areas: Student Wellbeing and Support, Student Development and Student Advisory Service.

The Training and Program Development Officer is a key member of the Student Development and Employability team and is responsible for developing and implementing a suite of training opportunities supporting the University's employability outcomes. The training programs will be integrated into a range of engagement and career development activities.

The Training and Program Development Officer is required to develop programs which can be recorded on the student Australian Higher Education Graduation Statement (AHEGS) or be incorporated into a recognised and accredited Certificate. The Training and Program Development Officer will contribute to University Student Retention and Success initiative and Learning and Teaching Strategy, and is responsible for providing advice to Student Connect staff on issues of student training and development programs.

Key responsibilities

1. Design and deliver a co-curricular program that provides pathways for students to obtain training and skills that builds on the student's employability outcomes.
2. Undertake training needs analyses with students to determine employability skills and to apply appropriate training and support materials to achieve agreed outcomes.
3. Plan, develop and implement training needs across the academic calendar for students and staff that can be included in the FedUni Career Advantage program.
4. Enhance staff training capability by co-ordinating, developing and delivering effective student-centric training courses and assessing the outcomes of the training courses for continuous improvement.
5. Contribute to the continuous improvement of University processes by identifying appropriate uses of technology to bring about efficiency gains in student training.
6. Plan, liaise and deliver training for student representatives on committees across the University and ensure sessions are evaluated, reviewed and improved/updated.
7. Develop and implement a variety of career related curriculum and resources to enhance Career Development Learning and develop evaluation tools to ensure continuous improvement of the service.
8. Assist the Coordinator, Student Development and Employability with preparation of and reporting of outcomes and expenditure against the program budget.
9. Use social media and other forms of communication, to promote training and development opportunities for students. Utilise analytics to record usage statistics and provide feedback and recommendations on the effectiveness of social media and other communications campaigns.
10. Provide regular reports and advice to the Coordinator, Student Development and Employability on issues relating to training and development program areas including, but not limited to, program outcomes, student issues and program initiatives.

11. Reflect and embed the University's Principles, Objectives and Strategic Priorities when exercising the responsibilities of this position. For a more complete understanding and further information please access the Strategic Plan at: <https://federation.edu.au/about-us/our-university/strategic-plan>.
12. Undertake the responsibilities of the position adhering to:
 - The Staff and Child Safe Codes of Conduct and Conflict of Interest Policy and Procedure;
 - Equal Opportunity and anti-discrimination legislation and requirements;
 - the requirements for the inclusion of people with disabilities in work and study;
 - Occupational Health and Safety (OH&S) legislation and requirements; and
 - Public Records Office of Victoria (PROV) legislation.

Level of supervision and responsibility

The Training and Program Development Officer works under the broad direction of the Coordinator, Student Development and Employability, Student Connect and works collaboratively with Student Connect team members including:

- Student Engagement;
- Student Development and Employability; and
- Community and Business.

The Training and Program Development Officer will determine and evaluate student training needs and set goals and objectives with measurable performance outcomes. The Training and Program Development Officer has responsibility for the planning and reporting against industry benchmarks.

The Training and Program Development Officer requires a broad understanding of student engagement and retention issues and will have a thorough understanding of Student Development within a tertiary education setting.

Training and qualifications

A degree with subsequent relevant experience; or extensive experience and specialist expertise or broad knowledge in the career development field; or an equivalent combination of relevant experience and/or education/training.

A Certificate IV in Training and Assessment (or equivalent) and experience in the Higher Education sector will be highly regarded.

Qualifications that meet the Career Industry Council of Australia (CICA) professional standards which include, qualification as a career development practitioner, or related field, at a minimum Graduate Certificate level and demonstrated experience working in training and employment advisory or other relevant field is highly desirable.

All University positions delivering education and/or services to children (a child for this purpose is considered to be someone below the age of 18 years) must hold a valid Working with Children Check (WWCC) or hold a current registration with the Victorian Institute of Teaching (VIT).

Position/Organisational relationships

The Training and Program Development Officer is responsible for establishing and maintaining professional internal and external relations across a broad stakeholder base which include but are not limited to: academics, TAFE teachers and other Learning and Teaching professionals. The outcome of these relationships is to maximise the number and quality of experiences and opportunities offered to students.

The position will work closely with other areas of the Student Connect, and the broader University community to ensure students receive the most relevant and appropriate training to meet student employability needs. The position will assist with University and directorate level events and activities relevant to the position. The Training and Program Development Officer is expected to develop strong working relationships with all other services within the Student Connect directorate, along with the establishment and maintenance of relationships with a number of services/areas of the the University.

Key selection criteria

Applicants must demonstrate they are able to undertake the inherent responsibilities of the position as contained in the position description and are able to meet the following Key Selection Criteria:

1. A degree with subsequent relevant experience; or extensive experience and specialist expertise or broad knowledge in the career development field; or an equivalent combination of relevant experience and/or education/training. A Certificate IV in Training and Assessment (or equivalent) and experience in the Higher Education sector will be highly regarded.

A valid Working with Children Check (WWC) Assessment Notice and/or WWC Card.

Qualifications that meet the CICA professional standards which include, qualification as a career development practitioner, or related field, at a minimum Graduate Certificate level and demonstrated experience working in training and employment advisory or other relevant field is highly desirable.

2. Demonstrated working knowledge and application of the Child Safety Standards.
3. Demonstrated knowledge and application of appropriate behaviours when engaging with children, including children with a disability and from culturally and/or linguistically diverse backgrounds.
4. Demonstrated experience in the tertiary sector providing individual and group careers counselling to facilitate the setting and achievement of career goals.
5. Demonstrated knowledge of initiatives in student learning in a University setting.
6. A demonstrated ability to develop, maintain and record, professional working relationships and networks across broad stakeholder groups and achieve outcomes to maximise support and experiences for students.
7. Demonstrated experience of development and implementation of a variety of career related curriculum, and resources, to enhance Career Development Learning, including demonstrated experience sourcing, implementing and utilising, a variety of technologies to deliver career related services and learning.
8. Demonstrated analytical skills, including the ability to interpret reports and make recommendations, use evaluation tools, make recommendations to services based on changes to industry trends, and client feedback, following Quality Assurance principles.

9. Demonstrated organisational and administrative skills, including the ability to prioritise and meet tight timeframes, manage conflicting deadlines while maintaining attention to detail.
10. Demonstrated working knowledge and application of the Child Safety Standards.
11. Demonstrated knowledge and application of appropriate behaviours when engaging with children, including children with a disability and from culturally and/or linguistically diverse backgrounds.

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.