

**SCHEDULE A
NGWALA WILLUMBONG ABORIGINAL CORPORATION
POSITION DESCRIPTION**



POSITION TITLE	Training Coordinator
SERVICE/BUSINESS AREA	Administration
APPLICABLE AWARD	Aboriginal Community Controlled Health Services Award 2010
LOCATION	This position is based at 93 Wellington Street, St Kilda 3182, or at Northcote by agreement. However, all Ngwala employees may be required to work at, or across, other sites from time to time.
ACCOUNTABLE & REPORTS TO	Human Resources Manager
EMPLOYMENT STATUS:	Full Time – 12 months from date of commencement and subject to funding availability 6 months Probationary Period

* Note: The term 'Aboriginal' refers to both Aboriginal and Torres Strait Islander people and communities.

SCOPE OF POSITION

The Training Coordinator is responsible for establishing, monitoring and reporting on a training development plan to ensure Ngwala meets its compliance and statutory obligations, and to build the skills and competence of staff to deliver high level services to our clients. This will involve undertaking a training needs analysis across the business and mapping against statutory and regulatory requirements, and then planning to ensure all training is delivered, recorded and reported.

As this is a fixed term contract role, it is anticipated the Training Coordinator will establish systems and processes for a streamlined approach to training across Ngwala embedded information and systems into the HR function.

KEY RESPONSIBILITIES

Training Coordination

- Conduct a training needs analysis across the business to determine the requirements for training, identifying the gaps
- Identify appropriate training to meet the needs identified, inclusive of compliance and statutory obligations
- Identify training providers to deliver required training in consultation with stakeholders where required.
- Develop a training calendar and coordinate the delivery of all required training in consultation with key stakeholders.
- Actively engage with staff and managers to support the participation in training where required.
- Maintain training records, making recommendations where required for efficiency and quality improvement purposes.
- Identify and centralise internal training capabilities to enable these to be used to support others in upskilling.

General Duties

- Be available to take up additional responsibility as directed by the CEO or COO (as relevant)
- Attend meetings as required
- Understand and follow Ngwala policies and procedures
- Participate in performance appraisal

General Education and Training

- Participate in continuous quality improvement (CQI) evaluation

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- Participate in ongoing professional development and training as required

Health & Safety

- Work in a healthy and safe manner and encourage others to do the same.
- Be aware of and adhere to OH&S and Health & Wellbeing policies and procedures
- Report all incidents or injuries to the relevant OH&S Representative or Manager

Teamwork and Agency Representation

- Maintain team boundaries and confidentiality in a professional manner
- Interact collaboratively within the team and actively participate in team meetings
- Represent, promote and/or deliver the program in a professional manner
- Appropriately grooming and dressing according to Ngwala policy
- Share expertise and experience with other team members.

QUALIFICATION, EXPERIENCE, SKILLS, ATTRIBUTES

- An understanding, awareness and sensitivity to Aboriginal culture
- Cert IV Training and Assessment
- Experience with conducting training needs analysis and developing training plans/calendars
- Excellent computer literacy skills
- High level administrative skills – course administration, logistics and project management skills
- High level interpersonal skills with the ability to work with a diverse range of staff and maintain high levels of customer service
- Demonstrated ability to work independently, demonstrating initiative and resourcefulness
- Knowledge or experience working in the community, housing, alcohol and other drugs, or associated sector
- Aboriginal or Torres Strait Islander people **STRONGLY** encouraged to apply

MANDATORY PRE-EMPLOYMENT REQUIREMENTS

- Current Victorian Driver's License
- National Police Certificate (no more than 3 months old)
- Current Victorian Working With Children's Check

OTHER RELEVANT INFORMATION

- Remuneration will be in accordance with industry standards
- Successful applicants will need to disclose any pre-existing illness or injury which could be affected by the **described work duties**. Under sections 41(2) and 39(4) of the *Workplace Injury, Rehabilitation and Compensation Act 2013* (Vic), failure to disclose a pre-existing illness or injury could negatively affect any future injury claim for compensation.
- All employees are required to adhere to the policies and practices of Ngwala.
- This position description reflects the initial expectation of the role and is subject to changes to support organisational goals, priorities and activities.

POSITION INCUMBENT

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I have read and understood this position description. I will perform the duties outlined in this position description to the best of my ability.

Signature: _____

Print name: _____

Date: ____/____/____

This position description has been approved by:
Executive Chief Officer

Signature: Karyn Cook (by email)

Date: 11/9 /2020

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