


<b>POSITION DESCRIPTION</b>		
<b>Position</b>	<b>Education and Training Officer</b>	
<b>Unit</b>	Policy, Education & Research Unit	
<b>Reporting to</b>	Senior Education & Development Officer	
<b>Salary</b>	SCHADS Award level 5	
<b>Award conditions</b>	Social, Community, Home Care and Disability Services Industry Award (SCHADS)	
<b>Funding</b>	Government Grants	
<b>Position Statement</b>	To develop and deliver education and training resources and ensure the organisation meets its commitments as per the NSW Carers Action Plan and Carers NSW Strategic Direction.	
<b>Accountabilities &amp; Responsibilities</b>		
<b>Education and Training</b>	<ul style="list-style-type: none"> <li>• Organise and conduct training workshops for NSW Government agencies, corporations, service providers and carers in line with CNSW standards as required</li> <li>• Develop, review and update Carers NSW training materials in conjunction with the Senior Education and Development Officer</li> <li>• In consultation with the Senior Education and Development Officer and coordinators of other sections of Carers NSW, identify gaps and develop the necessary training materials</li> <li>• In consultation with the Senior Education and Development Officer and Carers NSW Policy and Development Officers, develop and adapt education programs for ATSI and CALD carers</li> <li>• Participate in committees and working groups associated with education and training when required</li> <li>• Participate in the development of a yearly training calendar</li> <li>• Evaluate the relevance and effectiveness of Carers NSW education and training</li> </ul>	
<b>Community Development</b>	<ul style="list-style-type: none"> <li>• Liaise with various service providers, carers and consumer groups</li> <li>• In consultation with the Senior Education and Development Officer, investigate training and promotional opportunities</li> <li>• Facilitate appropriate networking and raise the profile of Carers NSW education and training programs</li> </ul>	
<b>Evaluation</b>	<ul style="list-style-type: none"> <li>• Provide the Senior Education and Development Officer with documentation and feedback regarding Education and Training activities</li> <li>• Collate data as required</li> <li>• Provide regular reports against the KPIs within the business plan</li> </ul>	
<b>Organisational citizenship and team work</b>	<ul style="list-style-type: none"> <li>• Demonstrate an active, dedicated commitment to the Carers NSW Mission and Vision, and core principles.</li> <li>• Actively seek to understand, communicate and support Carers NSW vision and organisational goals to all stakeholders, internally and externally.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Ensure a high level of confidentiality and integrity, liaise with others in a professional, respectful and constructive manner.</li> <li>• Participate in Carers NSW initiatives, projects and events.</li> <li>• Attend staff meetings and unit meetings.</li> <li>• Support volunteers who assist in the work of the unit.</li> <li>• Assist in cross-unit project activity.</li> <li>• Assist with the general operations of the organisation.</li> </ul>
<b>Professional development</b>	<ul style="list-style-type: none"> <li>• Attend relevant group seminars and training sessions</li> <li>• Develop individual program for professional development in consultation with Coordinator, if appropriate to specific project objectives</li> </ul>
<b>Quality Improvement</b>	<ul style="list-style-type: none"> <li>• Demonstrates ongoing commitment to the Vision, Mission, Values, Strategic Plan, and Business Plan</li> <li>• Understanding and commitment to continuous improvement processes</li> <li>• Understanding of and compliance with Carers NSW Policies and Procedures</li> <li>• Undertakes quality improvements to ensure policies and processes are best practice for quality outcomes to be achieved</li> <li>• Compliance with all other legislative requirements</li> </ul>
<b>Diversity &amp; Inclusion</b>	<ul style="list-style-type: none"> <li>• Has the capacity and understanding to work with and support diverse populations</li> <li>• Recognises the rights of others and respects difference in all its forms</li> <li>• Is committed to social justice and social inclusion</li> <li>• Values diversity as a strength and positively utilises diversity</li> </ul>
<b>Work Health and Safety</b>	<ul style="list-style-type: none"> <li>• Understanding and compliance with all relevant WHS legislation</li> <li>• Take reasonable care to protect your health and safety and the health and safety of others.</li> <li>• Report all safety hazards, incidents, near misses and injuries</li> <li>• Maintain a clean and orderly work area</li> <li>• Actively participate in safety improvement activities</li> </ul>
<b>Selection Criteria</b>	
<b>Essential qualities</b>	<ul style="list-style-type: none"> <li>• Relevant qualification minimum Certificate IV in Assessment and Workplace Training or TAA04 Cert IV Training and Assessment or working toward same</li> <li>• Demonstrated experience and sound knowledge of the principles of adult education and group work</li> <li>• Strong skills in development, facilitation, presentation and the evaluation of education and training programs</li> <li>• Experience in identifying training needs and analysing gaps</li> <li>• Strong research and analytical skills</li> <li>• Strong time management and task prioritising skills</li> <li>• High level written, oral communication and computer skills</li> <li>• Ability to work unsupervised and within a team environment</li> <li>• Ability to work flexible hours and travel</li> <li>• Current NSW driver's licence</li> </ul>
<b>Desirable qualities</b>	<ul style="list-style-type: none"> <li>• Understanding of and commitment to carer issues and needs</li> <li>• Experience in development and delivery of training in a corporate setting</li> <li>• Experience in development of and delivery of online education and training tools</li> <li>• Capacity to work with Aboriginal and culturally and linguistically diverse communities</li> <li>• Understanding of the community care sector and health systems</li> <li>• Understanding of issues relating to disability, aged care and /or mental illness</li> </ul>

**I have read and understand the requirements of this role as described in this document**

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Employee Signature

\_\_\_\_\_  
Date