

Position Description – Professional Development Trainer

Updated 01 March 2023

POSITION DETAILS	
College/Portfolio	Portfolio of the Deputy Vice-Chancellor (Students)
Organisational Unit	Curriculum Impact, Careers & Employability
Supervisor (Title)	Horizon Award Coordinator
Classification	Higher Education Officer Level 6
Employment Type	Fixed-term, part-time

POSITION SUMMARY
<p>Under general supervision, the Professional Development Trainer will be responsible for developing and delivering a program of professional skills development activities for students as part of the Horizon Professional Development Award. This includes experiential workshops, digital and online learning content, facilitated events and leadership programs.</p> <p>The Professional Development Trainer will work in collaboration with other members of the Horizon Award team and the Careers and Employability team to contribute to the development of career-ready graduates, and the progression of students through the Horizon Award.</p>

UNIVERSITY EXPECTATIONS AND VALUES
<p>All staff at Flinders are responsible for understanding their obligations and responsibilities as set out in the University's code of conduct and are expected to:</p> <ul style="list-style-type: none"> demonstrate commitment to the University's values of Integrity, Courage, Innovation, Excellence, and the underlying ethos of being Student Centred; contribute to the efficient and effective functioning of the team or work unit to meet the University's objectives. This includes demonstrating appropriate and professional workplace behaviours, providing assistance to team members, if required, and undertaking other key responsibilities or activities as directed by one's supervisor; promote and support an inclusive workplace culture which values diversity and embraces the principles of equal opportunity; perform their responsibilities in a manner which reflects and responds to continuous improvement; and familiarise themselves and comply with the University's <i>Work Health and Safety, Injury Management and Equal Opportunity</i> policies. <p><i>A National Police Certificate which is satisfactory to the University will be required by Flinders University before the successful applicant can commence in this position.</i></p> <p><i>An up to date COVID-19 vaccination may be required as a condition of employment, in accordance with the Flinders University COVID-19 Vaccination Policy (2022). If required, any offer of employment will be subject to the successful candidate presenting their COVID-19 Digital Certificate as evidence of vaccination or showing evidence of a valid medical exemption, where relevant.</i></p>

KEY POSITION RESPONSIBILITIES

The Professional Development Trainer is accountable for:

1. Developing, delivering and coordinating a yearly program of skill development content, experiences and opportunities under the Horizon Professional Development Award, designed to enhance each students professional capacity and career-readiness.
2. Creating and maintaining recorded, accessible administrative processes including data management of program participants.
3. Liaising with employers, industry groups, Alumni and community organisations to cultivate engagement opportunities and collect industry data for use in further developing Horizon training materials.
4. Collaborating with members of the Careers and Employability team to contribute to the creation of relevant content, workshops and information sessions that support and prepare students to maximise participation and engagement.
5. Any other responsibilities in line with the level of the position as assigned by the Supervisor and/or the University.

KEY POSITION CAPABILITIES

- Tertiary qualification with relevant equivalent experience and/or education/training in Educational Programming and/or Human Resources and/or Training and Development.
- Demonstrated skills in developing, delivering, evaluating and continuously enhancing multi-channel training programs for skill development appropriate to a wide range of audience.
- Experience in delivering programs in, and/or strong understanding of, the core professional capacities and skills employers seek for the current and future workplace.
- An understanding of the Higher Education Sector particularly in employability skill development strategies.
- Proven experience in developing relationships and liaising with a wide range of internal and external stakeholders at all levels and from diverse cultural backgrounds.
- Excellent written and oral communication skills demonstrated through written information, oral presentations and facilitation to diverse audiences using contemporary and innovative delivery techniques.
- Demonstrated planning and time management skills with the ability to prioritise work and meet deadlines.
- High level of motivation with the ability to work independently and cooperatively in a team environment.
- Strong digital literacy and a familiarity with online learning environments and eLearning tools