

## POSITION DETAIL

<b>POSITION TITLE:</b>	Training Facilitator
<b>REPORTS TO:</b>	Director, Entrepreneurship
<b>REMUNERATION:</b>	\$100k - \$110k plus NFP salary packaging
<b>WEBSITE</b>	<a href="http://www.sse.edu.au">www.sse.edu.au</a>

## CONTEXT AND ACCOUNTABILITY

The Training Facilitator (TF) is a passionate person who understands how and why educational and professional development can make a difference in the lives of individuals and businesses. SSE's Training Facilitator is a confident and engaging facilitator who has experience delivering training to all levels of the community, from school-age students to industry professionals, in both face-to-face and virtual environments. The TF helps SSE's students and clients accomplish shared learning, training and development objectives via the running of meetings, workshops and training sessions and ensures participants stay engaged and on topic to achieve our programs' intended outcomes.

## OVERVIEW OF THE SCHOOL AND POSITION CONTEXT

*Building Australia's knowledge economy and removing barriers to employment for more Australians by delivering work-relevant skills training and learning pathways.*

SSE is Australia's first and only Government-initiated School of Entrepreneurship. It was established to enhance and embed growth mindsets, entrepreneurial skills, and innovative thinking across diverse communities—empowering positive global impact both now and in the future. SSE's global networks and community impact is espoused by a unique foundation and structure: a for-purpose organisation with a distinct association of founding member institutions comprising all 11 NSW universities and TAFE NSW.

SSE works in collaborative partnerships with diverse stakeholders across education and business ecosystems to provide entrepreneurial and innovative learning opportunities that help individuals grow future of work capabilities and enable job creation and education pathways.

The Training Facilitator (TF) is a core member of SSE's Entrepreneurship Team (the Team) responsible for product innovation, development and delivery. Reporting to the Director, Entrepreneurship, the Training Facilitator works collaboratively with members of the Entrepreneurship Team, Business Partnerships Team and Operations Team throughout the course and program design, development, and delivery process. More specifically, the TF contributes to the Entrepreneurship Team by delivering and assessing programs and workshops aligned to SSE's quality standards that provide an excellent student experience to diverse cohorts, including disadvantaged and underrepresented cohorts; and is committed to continuously improving SSE's educational experiences from design to delivery. In the TF role, the incumbent also supports organisational growth by speaking to varied customers, identifying opportunities and building effective relationships with key stakeholders.

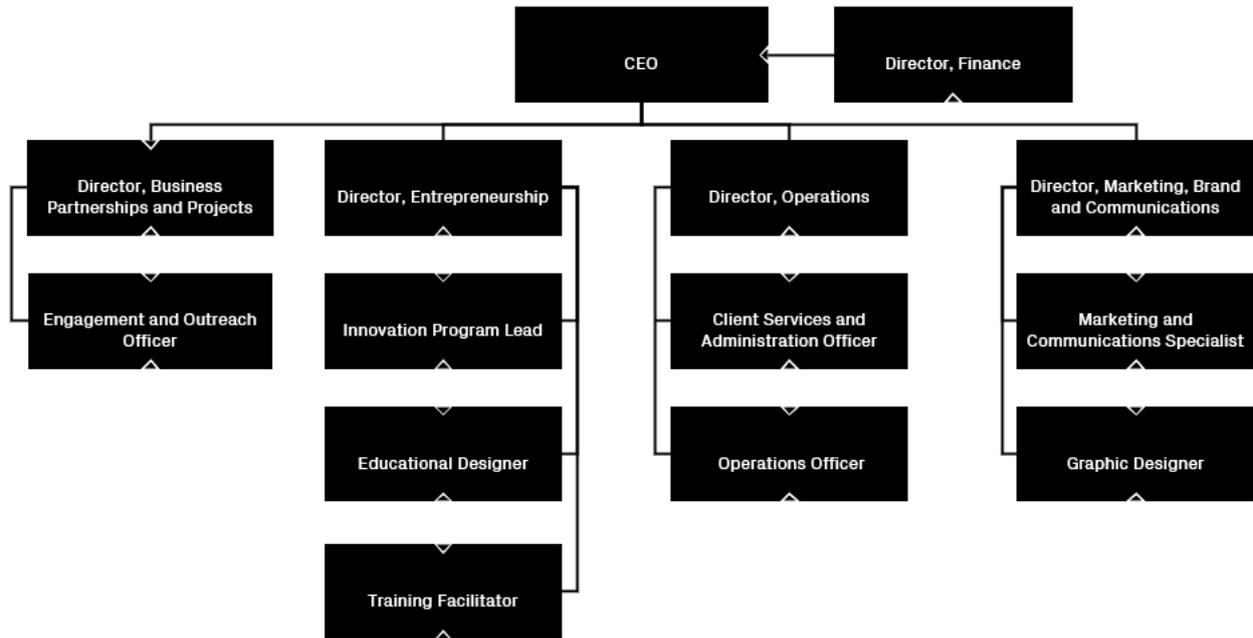
## KEY ACCOUNTABILITIES

	Frequency
<p><b>Training and Workshop Delivery</b></p> <ul style="list-style-type: none"> <li>• Deliver interactive and engaging training programs or information-sharing sessions for individuals and groups in online, blended or face-to-face formats</li> <li>• Assess programs and participants in line with SSE's and/or AQTF standards.</li> <li>• Plan and implement schedules and agendas for programs and sessions.</li> <li>• Provide one-on-one tuition and regular checks on learners/participants, ensuring steady progression and completion.</li> <li>• Monitor all participants' engagement and behaviours and support them in completing their programs.</li> <li>• Maintain accurate student and program records and complete all required reporting and monitoring processes on time.</li> <li>• Provide a high standard of quality customer service</li> <li>• Prepare and deliver programs to SSE's high standard of professionalism and safety</li> </ul>	Ongoing
<p><b>Program Design and Development</b></p> <ul style="list-style-type: none"> <li>• Contribute to the development of learning content, session plans, mapping and assessments for all mediums to meet identified learning needs and outcomes</li> <li>• Seek feedback from participants, clients and stakeholders, and use insights to bring about continuous improvement.</li> <li>• Actively contribute to the process for program accreditation with industry, secondary and tertiary institutions, and ASQA as applicable.</li> </ul>	Ongoing
<p><b>Quality Assurance and Continuous Improvement</b></p> <ul style="list-style-type: none"> <li>• Contribute to the design and development of program evaluation tools and metrics</li> <li>• Plan and coordinate assessment validation in line with industry-relevant standards</li> <li>• Implement an evaluation approach that incorporates feedback and assessment to assess and improve the effectiveness of programs.</li> <li>• Review and report on the session and program performance against intended outcomes.</li> <li>• Provide advice and recommendations to drive improvements, efficiencies and refinements to SSE's products and services.</li> <li>• Respond promptly to customer and stakeholder complaints and feedback.</li> </ul>	Ongoing
<p><b>Collaboration</b></p> <ul style="list-style-type: none"> <li>• Deliver onboarding LMS and basic facilitator professional practices training for SSE staff, interns, volunteers and/or contractors who may participate as guest coaches, mentors or speakers for SSE programs.</li> <li>• Comply with SSE's health and safety policies and procedures and take all reasonable care to ensure that your actions or omissions do not impact the health and safety of yourself or others.</li> </ul>	Ongoing
<p><b>General</b></p> <ul style="list-style-type: none"> <li>• Perform other work activities relevant to the role's key accountabilities as approved by the CEO and commensurate to the role's classification level.</li> <li>• Some state-wide travel may be required to achieve strategic outcomes and key accountabilities.</li> </ul>	As Required

## SELECTION CRITERIA

EXPERIENCE, SKILLS AND QUALIFICATIONS	ESSENTIAL	DESIRABLE
Current Certificate IV in Training and Assessment (TAE40116), Diploma of Training Design and Development (TAE50216), or relevant tertiary qualification with subsequent relevant experience or equivalent competence gained through any combination of education, training and experience.	X	
Demonstrated skills, knowledge, understanding and experience in the training and facilitation of both group and individual learning for people of all ages, cultures, and diverse job roles.	X	
Strong interpersonal skills, including the demonstrated ability to deliver motivating, engaging, and inspiring training to a variety of audiences	X	
Demonstrated capacity to mentor students and participants across a broad geography.	X	
Proven ability to identify, build and maintain relationships with success in networking and stakeholder engagement.	X	
Excellent written and verbal communication skills, with a high level of attention to detail.	X	
Demonstrated ability to respond to changing priorities, manage multiple tasks and meet competing deadlines using judgement and initiative.	X	
Highly proficient with technology and can utilise a range of systems, including the Microsoft Office Suite and Learning Management Systems.	X	
Knowledge or experience of the NFP sector and/or a startup and/or entrepreneurial/innovation ecosystem is desirable.		X
Membership of professional associations such as the Australian Institute of Training and Development (AITD).		X

## ORGANISATIONAL CHART



November 2022

## KEY RELATIONSHIPS

### INTERNAL

MAIN CONTACT	FREQUENCY	PURPOSE
Director, Entrepreneurship	Daily	In the context of relevant Key Accountabilities
Innovation Program Lead	Daily	In the context of relevant Key Accountabilities
Educational Designer	Daily	In the context of relevant Key Accountabilities
Operations Team	Daily	In the context of relevant Key Accountabilities
CEO	As required	In the context of relevant Key Accountabilities
SSE Directors	As required	In the context of relevant Key Accountabilities
SSE staff – all levels	As required	In the context of relevant Key Accountabilities

## EXTERNAL

MAIN CONTACT	FREQUENCY	PURPOSE
Clients, students and participants in SSE's programs and activities	Frequently	In the context of relevant Key Accountabilities
Community, industry and professional partners and stakeholders	Frequently	In the context of relevant Key Accountabilities
University and TAFE NSW Members	As required	In the context of relevant Key Accountabilities
Service Providers: suppliers, other vendors and stakeholders	As required	In the context of relevant Key Accountabilities

## WORKING WITH CHILDREN

**Working with Children Check clearance** must be obtained (at the company's expense). Please refer to SSE's Working with Children Policy for further information.

## EQUAL EMPLOYMENT OPPORTUNITY / AFFIRMATIVE ACTION

SSE is committed to diversity and social inclusion. Applications from people of culturally and linguistically diverse backgrounds; equity target groups, including women, people with disabilities, people who identify as LGBTIQ, and people of Aboriginal and Torres Strait Islander descent, are encouraged.

## WORK HEALTH AND SAFETY (WHS)

Understand your WHS responsibilities and actively ensure the health, safety and well-being of yourself and others at work in accordance with, but not limited to, SSE's WHS Policy, Code of Conduct and relevant procedures.

## AUTHORISATION

The Supervisor and Appointed Delegate confirm that this is a true reflection of the duties and accountabilities of this role.

SUPERVISOR	Position Title: <b>Director, Entrepreneurship</b>	APPOINTED DELEGATE	<b>Chief Executive Officer</b>
			Dr Sarah Jones