



## POSITION DESCRIPTION

### Job Ready Program Assessor

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Reports to: Manager Industry Engagement  
Classification: PACCT 5

Department: Industry Engagement  
Location: Various

#### Primary objectives

Under the direction of the Manager Industry Engagement, the incumbent will carry out skills assessments in the areas in which they have formal qualifications and industry currency for Job Ready Program referred candidates at the candidate's work site. These assessments will be recorded via appropriate records and evidence to demonstrate compliance with the Trades Recognition Australia contract.

#### Position summary

The Job Ready Program (JRP) is a skills assessment program for international student graduates who hold an Australian qualification issued by a CRICOS RTO based on studies in Australia. The Program provides candidates with the opportunity to demonstrate that their skills and job readiness are relevant to their nominated occupation in an Australian workplace prior to applying to immigrate to Australia.

This position will work under the direction of the Manager of Industry Engagement and will form part of the SuniTAFE Skills and Jobs division. The role will be responsible for conducting assessments as directed by the Manager of Industry and Engagement and be part of the SuniTAFE Skills and Jobs division. This position requires the ability to operate with a high level of autonomy and demonstrate excellent organisational abilities and understanding of their industry. The incumbent will have a proven track record in meeting deadlines, working in a high paced environment and must demonstrate their ability to maintain high quality work and strict confidentiality.

#### Key responsibilities

##### 1. Assessment

- Conduct assessments and complete the required reporting documentation as directed within the specified timeframes.

- Liaise with referred clients to establish assessment time and dates that are within the broader contractual timeframes.
  - Take a holistic view of the referred clients to ensure efficiencies are gained in terms of visitation schedules.
  - Conduct Technical assessment when and as directed by Trades Recognition Australia
  - Specific performance targets will be negotiated as part of the Institute's annual Performance Review process.
- 2. Meeting Standards for Registered Training Organisations (RTOs) & Other Contractual Requirements**
- Maintain appropriate records and evidence to demonstrate compliance with the Trades Recognition Australia contract.
  - Submit completed assessment reports to the appointed responsible person at SuniTAFE. These reports will be of a high level of accuracy and meet required contractual obligations.
  - Participate in assessment validation processes.
  - Ensure assessment and vocational qualifications are maintained at an appropriate level and currency to reflect requirements of the Standards for RTOs and Training Package or accredited course requirements.
  - Understand of and willingness to comply with OH&S, Industrial Relations, Merit and Equity Principles, Institute Quality Assurance processes and Standards for RTOs and requirements.
- 3. Identify commercial business opportunities for the SuniTAFE via the Job Ready Program**
- The incumbent will maintain and grow their professional networks to identify and capitalise upon commercial business opportunities for SuniTAFE.

**Act in accordance with SuniTAFE values – Customer Focus, Business Acumen, Integrity and Innovation including:**

- Provides exceptional customer service to all internal and external stakeholders of the Institute and ensures a positive first impression for Institute visitors at all times.
- Actively participates in all relevant training provided to assist in the implementation of new systems or processes across the Institute.
- Actively participate in the Institute's annual Workplan and Performance Review process.
- Participate in all team based activities and meetings within the Business Unit, and attend divisional and other meetings as required.
- Complies with OH&S and EEO legislation;
- Ensure compliance with SuniTAFE's Staff Code of Conduct, Child Safety Policy and Child Safety Procedures at all times.
- Prepared to undertake further courses of study, annual OH&S, EEO, Cultural Diversity and/or identified mandatory professional development programs or training relevant to the position as necessary.
- Reports to work as scheduled with a willingness to work flexible hours according to business needs.
- Demonstrates a willingness to adopt change and new initiatives.
- Represents the Institute professionally at all times.

- Actively promotes and encourages a service culture within the team.
- Communicates any opportunities to improve service delivery and make recommendations on steps to make agreed improvements.
- Actively encourages and promotes effective communication and strong working relationships within the team / Institute.
- The incumbent can expect to be allocated duties not specifically mentioned in this document but within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.
- Actively prevent fraud and corruption.

### Knowledge, skills and abilities

- Relevant qualifications in the area of assessment are considered essential to the position.
- Minimum of three years professional industry experience.
- Possession of the 4 Assessment units from Certificate IV Training and Assessment (TAE40116)
- Successful Working with Children Check and police Check is mandatory.
- Demonstrated ability to work autonomously
- Demonstrated ability to assess adults.
- Ability to work with a diverse client base is essential.
- Full open drivers’ licence is essential.
- Highly developed interpersonal and verbal and written communication skills.
- Highly developed organisation skills which provide the ability to deal with tight timelines and conflicting demands.
- Commitment to high quality assessment of programs across a range of qualification levels.

### Organisational relationships

Subordinates	Key Relationships	
Nil	Internal	External
	<ul style="list-style-type: none"> <li>• Manager Industry and Engagement</li> <li>• Skills and Jobs Centre staff</li> <li>• Job Ready Officer</li> </ul>	<ul style="list-style-type: none"> <li>• Industry</li> </ul>

### Organisational environment

SuniTAFE is an award winning large provider of vocational education and training in north-west Victoria.

We are well positioned, with our campuses located in Mildura and Swan Hill, to orchestrate the continued delivery of excellent education and training in this region. We have experienced trainers, teachers and community providers offering qualification across a range of courses and customised skill set training covering multiple sectors relevant to the community and stakeholders.

### Key selection criteria

- Relevant qualifications in the area of assessment are essential to the position.
- Minimum of three years professional industry experience with the demonstrated ability to work autonomously.
- Possession of the Assessment Units of Certificate IV Training and Assessment (TAE40116), or a Diploma or higher level qualification.
- Demonstrated commitment to high quality assessment of a diverse adult learner cohort.
- Highly developed interpersonal and verbal and written communication skills.
- Highly developed organisation skills which provide the ability to deal with tight timelines and conflicting demands.
- Full open drivers' licence is essential.

*The successful candidate will be required to provide:*

- *A successful criminal record check which is less than 6 months old*
- *A working with children check; and*
- *A COVID-19 digital vaccination certificate indicating at least two vaccinations.*