

## Internal Training Officer

### KEY SELECTION CRITERIA

Ipswich Service LAC PITC

Internal Training Officer	
<b>Qualifications</b>	Minimum: Cert IV in Training & Assessment – TAE 40104 or TAA 40104
<b>Experience</b>	<p>Minimum two years experience in a training position.</p> <p>Desirable – Experience working with, or a sound understanding of persons with disability, carers, Aboriginal &amp; Torres Strait Islander persons, and persons from culturally diverse communities.</p> <p>Prior experience in a Registered Training Organisation (RTO) is desirable.</p>
<b>KSC 1</b>	Well-developed project initiation, development, implementation, analytical and evaluation skills.
<b>KSC 2</b>	Understanding of adult learning principles and different learning styles.
<b>KSC 3</b>	Ability to analyse data and make training recommendations to improve skills, knowledge and business results.
<b>KSC 4</b>	High level communication & report preparation skills and the ability to build rapport and adapt skills according to the audience or target group involved.
<b>KSC 5</b>	High level group facilitation skills.
<b>KSC 6</b>	Demonstrated ability to meet organisational targets and deadlines.
<b>KSC 7</b>	Well-developed organisational skills with the ability to prioritise multiple assignments.
<b>KSC 8</b>	Proficiency in Information, Communication & Technology practices.
<b>KSC 9</b>	Demonstrated ability to contribute to positive workplace cultural and practices.
<b>KSC 10</b>	<p>Mandatory:</p> <p>Current Queensland open driving licence</p> <p>Working with Children Check clearance</p> <p>Working with Persons with Disability Check clearance</p> <p>National Criminal History Check clearance</p>