

Internal Training Officer

Ipswich Service LAC PITC

Carers Queensland provides a range of support services to caring families and aims to improve the quality of life for all caring families throughout Queensland.

The person who is successful in this position needs to share the values and philosophies of Carers Queensland and fulfil all legal and statutory requirements associated with this role.

Internal Training Officer	
Reports to	Area Manager Ipswich
Direct reports	Nil
Indirect reports	Nil
Hours of employment	Full time
Contract length	From commencement to 30/6/2019
Salary Award Level	Level CSW 5.1 of the Transitional Pay Equity Order (TPEO) dated 1 December 2012.

1. About the Position

This position will lead the design, development, implementation and evaluation of training and development to increase the organisations capacity to achieve improvements in performance and operational outcomes.

This position will work closely with Area Managers of the NDIS LAC PITC program across in identifying staff training and development needs and for planning, organising, and providing appropriate training to address those needs.

2. Main Activities

2.1 NDIS Local Area Coordinators Partner in the Community Program

- Undertake *Train the Trainer* training specific to the NDIS LAC PITC program
- Provide the above training to all NDIS LAC PITC Program staff employed by Carers Queensland
- Maintain training database for regional team
- Create skills register for regional team
- Support staff to complete LEAP training, monitor and review this completion
- Support Team Leaders and Area Manager to create a 12-month training plan for each staff member
- Attend training sessions with NDIA and provide training to NDIS LAC PITC staff.
- Source and provide disability responsiveness training to all NDIS LAC PITC program staff
- Source and provide First Aid Training to selected staff
- Source and provide cultural awareness training to all NDIS LAC PITC program staff

2.2 Teamwork

- Actively contribute positively to the culture of Carers Queensland
- Participate in supervision and performance management process

- Undertake relevant training and development
- Participate in monitoring, evaluation and reflective practice activities

2.3 Administration

- Maintain accurate records of all internal staff training provided and provide details for the Training Register and relevant staff personnel file
- Identify and negotiate appropriate courses and training providers/ consultants to ensure value for money course delivery
- Provide monthly report to the Area Managers and Senior Manager, NDIS LAC PITC as required.