

Training Coordinator

Department of Education

Employment Status: Full-time, ongoing appointment

Classification: Clerk Grade 7/8

Position number and location: 215322 – Parramatta

Total remuneration package valued to: \$110,064 p.a. (salary \$99,431 to \$110,064 p.a.) including employer's contribution to superannuation and annual leave loading.

About the role

Supports the delivery of integrated support services for apprentices, trainees and their employers, fosters engagement with stakeholders and promotes and markets vocational education training and employment programs and services across the regional area.

Engage with Aboriginal and non-Aboriginal communities, to inform of opportunities provided by TSNSW, including Aboriginal Programs and local training and employment opportunities.

The successful candidate will be passionate about working with people from indigenous background. This includes working with job-seekers, training organisations, schools and indigenous organisation. If this sounds like you, we look forward to hearing from you.

How to apply

To apply for this role, please submit an application online and attach a cover letter (max. 2 pages) and your resume (max. 5 pages) in either Word or PDF format. Please address any **pre-screening questions and any essential requirements**. We are looking for you to demonstrate your competence in the focus capabilities as outlined in the role description. Please develop your responses with this in mind.

Please note that it is a requirement that all candidates submit their applications online.

No paper based, email based or late applications will be accepted.

This is a child-related position. If you are not currently employed in a child-related position in the Department of Education, you will be required to obtain a Working with Children Check (WWCC) Clearance number as a condition of employment (if you do not already have this). For more information, visit kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check In addition, your employment may be subject to the Department's National Criminal Records Check to determine your suitability for employment.

Note: Aboriginality is a genuine occupational qualification and is authorised by Section 14 of the *Anti-Discrimination Act 1977*.

Applicants for this position must be of Aboriginal descent, identify as being Aboriginal and be accepted in the community as such. Applicants who have not previously identified for the purposes of employment with the Department are required to provide a Confirmation of Aboriginality from a recognised incorporated Aboriginal Community organisation endorsed with common seal and a certified statutory declaration as defined in the NSW Department of Education [Confirmation of Aboriginality Guidelines](#)

Pre-screening questions:

1. Please outline your cultural connection to community within the Western Sydney Region and outline how these relationships will assist you to undertake the role of Training Coordinator? (400 words maximum)
2. Provide an example of a project you have managed. How did you approach this and what was the outcome? (400 words maximum)

Essential Requirements:

- This position is targeted to the employment of an Aboriginal person and is authorised by the Department's EEO Management Plan in accordance with Part 9A of the *Anti-Discrimination Act 1977*. When applying for an Aboriginal identified position, applicants must provide confirmation of Aboriginality and a certified statutory declaration upon interview as defined in the Confirmation of Aboriginality Guidelines
- A Working with Children Check is an essential requirement for this role. The role has been identified as requiring a check in keeping with the *Child Protection (Working with Children) Act 2012*.
- Current drivers licence and a willingness to travel.

Closing Date: 7 August 2022

Enquiries: Glen Gallagher, Regional Manager on 0457 524 957

To apply online please visit iworkfor.nsw.gov.au website and refer to the following keyword: [REF00009110](#)