

Position Description – Experiential Programs Trainer

Updated 10/10/2024

POSITION DETAILS	
Portfolio	Deputy Vice Chancellor (Students)
Organisational Unit	Curriculum Impact – Entrepreneurial Development & Growth
Supervisor (Title)	Team Leader: Program Delivery and Operations
Classification	Higher Education Officer Level 6
Employment Type	Fixed-term, part-time

POSITION SUMMARY
<p>The Experiential Programs Trainer will be responsible for designing, developing, and delivering experiential activities and training programs that align with the vision of the Entrepreneurial Development and Growth team as part of Flinders University's Curriculum Impact strategy.</p> <p>This includes the design and delivery of inclusive, interactive and innovative training programs that develop an innovative mindset and build skills to thrive in the current and future world of work across different formats for diverse audiences and identifying opportunities for continuous improvement and progressive content of the Unit's existing training programs. The role develops and delivers new programs and experiential activities in collaboration with other trainers under general to broad direction from the Team Leader, Program Delivery and Operations.</p>

UNIVERSITY EXPECTATIONS AND VALUES
<p>All staff at Flinders are responsible for understanding their obligations and responsibilities as set out in the University's code of conduct and are expected to:</p> <ul style="list-style-type: none"> demonstrate commitment to the University's values of Integrity, Courage, Innovation, Excellence, and the underlying ethos of being Student Centred; contribute to the efficient and effective functioning of the team or work unit to meet the University's objectives. This includes demonstrating appropriate and professional workplace behaviours, providing assistance to team members, if required, and undertaking other key responsibilities or activities as directed by one's supervisor; promote and support an inclusive workplace culture which values diversity and embraces the principles of equal opportunity; perform their responsibilities in a manner which reflects and responds to continuous improvement; and familiarise themselves and comply with the University's <i>Work Health and Safety, Injury Management and Equal Opportunity</i> policies. <p><i>A National Police Certificate which is satisfactory to the University will be required by Flinders University before the successful applicant can commence in this position.</i></p>

KEY POSITION RESPONSIBILITIES

The Experiential Programs Trainer is accountable for:

1. Developing and delivering progressive training programs and experiential activities in a range of different formats, such as workshops, facilitated learning experiences, group or individual discussions, online sessions, and other innovative learning experiences in accordance with university standards and protocols.
2. Designing, researching, and collating contemporary learning resources ensuring content is current and agile to evolving skills needs, such as case studies, experiential activities, videos, and other references that can be used for in-curriculum, co-curriculum and extra-curriculum activities.
3. Ensuring an inclusive and engaging learning environment for a diverse range of audiences, aimed at current and future workplace innovative skill development.
4. Identifying opportunities for change and continuous improvement in design, shape, and structure of training programs and experiential activities delivered by the Entrepreneurial Development and Growth team through research and best practices.
5. Liaising with team members, industry groups, student representatives, Alumni and community organisations to collect industry insights and cultivate opportunities for collaboration for further developing training materials and resources.
6. Creating and maintaining in-person and/or online attendance records, including data management of program participants, feedback, and surveys.
7. Any other responsibilities in line with the level of the position as assigned by the Supervisor and/or the University.

KEY POSITION CAPABILITIES

- Completion of a degree with subsequent relevant experience or an equivalent combination of experience and/or education and/or training in education, training and development, innovative or entrepreneurship development, and/or related field.
- Proven experience in developing, delivering, evaluating and continuously enhancing multi-channel training programs aimed at current and future workplace skill development in engaging learning environments.
- Demonstrated experience in, or an understanding of, delivering programs in innovative thinking &/or contemporary and emerging skills for the future world of work, particularly in skill development strategies, cross-disciplinary thinking, and/or learning innovation.
- Well-developed oral and written communication skills demonstrated through engaging presentations, discussions, and group facilitation for diverse audiences using inclusive and innovative delivery techniques.
- Proven interest in creative and innovative thinking, with a curiosity about future trends and emerging industries.
- Demonstrated experience in developing relationships and liaising with a wide range of internal and external stakeholders from diverse cultural backgrounds, with the ability to work independently and cooperatively in a team environment.
- Strong digital literacy and a familiarity with online learning environments and eLearning tools.
- Demonstrated planning and time management skills with the ability to prioritise work and meet deadlines.
- High level of motivation with the ability to work independently and cooperatively in a team environment.