



Role Scope

Team Leader Training Delivery

AFP appointees ensure the achievement of outcomes are in accordance with the regulatory framework, the AFP Code of Conduct and the AFP Governance Instruments.

Training Delivery team leaders lead, manage and develop team resources involved in the planning, development and implementation of Learning and Development programs. This work may include:

- Developing plans and ensuring all resources are effectively directed at achieving business area outputs;
- Providing advice to the Coordinator in relation to human resource issues and professional development needs of team members;
- Ensuring outputs are achieved within the strategic direction of the AFP, and ensuring compliance with Learning and Development policies;
- Developing team members and fulfilling a guiding, mentoring and advisory role;
- Contributing to the development of training needs analysis;
- Leading and managing resources involved in planning, development, coordination, delivery, assessment and evaluation of training programs;
- Providing knowledge and experience in relevant subject matter to all AFP appointees;
- Providing feedback, guidance and ongoing support to training program participants;
- Maintaining accurate records of participant progress and outcomes relating to Learning and Development programs;
- Assuming accountability for resources and supports and implements change management and improvement strategies;
- Liaising with the College Coordination Centre, Quality Assurance Team and Learning Professional Practice regarding program resources, endorsement status of programs, program evaluation and the administrative processes relating to the issue of qualifications and curriculum development and review; and
- Maintaining currency in subject matter and training expertise through ongoing professional development and learning opportunities outside the formal education process.

Role Scope

This role predominantly leads, manages, plans and develops the resources of a team focusing on developing the necessary skills, knowledge and values required by appointees in order to effectively deliver AFP outcomes. The role is responsible for team outputs.

Essential Requirements

- Certificate IV in Assessment and Workplace Training or equivalent is preferred. If not held, this qualification will need to be obtained as an initial development objective.
- Relevant tertiary qualifications or demonstrated contemporary knowledge and experience in relevant subject matter.
- Security clearance.

Selection Criteria

1. Achieves Results.
2. Contributes to Strategic Thinking.
3. Cultivates Productive Working Relationships.
4. Shows Personal Drive and Integrity.
5. Communicates with Influence.

29 January 2007