

POSITION DESCRIPTION			
ROLE:	Training Project Coordinator	TEAM:	Emergency Preparedness and Response (EPR)
REPORTS TO:	Senior Manager, Training	DIRECT REPORTS:	0
POSITION OVERVIEW:	<p>Animal Health Australia's (AHA) Training Team provides education and training services to AHA members to assist them with their responsibilities in the event of an EAD outbreak.</p> <p>The Project Coordinator will work on a range of biosecurity and emergency animal disease (EAD) preparedness related projects and will:</p> <ol style="list-style-type: none"> 1. Support the development, delivery and administration of training workshops, online courses and emergency response simulation exercises. 2. Work collaboratively with AHA Members and stakeholders on a range of training activities and biosecurity/EAD projects. 3. Conduct meeting preparation, secretariat services, and coordination of networking and professional development opportunities for AHA members. 		

OUR VISION	A national biosecurity system that provides every opportunity for Australian agriculture to succeed at home and overseas.
OUR MISSION	Informing government and industry about national action required and delivering solutions together that enhance, strengthen and protect animal health and the biosecurity system.
OUR VALUES	<ul style="list-style-type: none"> • lead with integrity – we listen, learn and deliver with the courage to shape a better future • connect and collaborate – we understand the power of working together; as a collective we are stronger • innovate and grow – we evolve and adapt, striving to find better ways and creative solutions • be bold and open – we take action, add value and welcome hard conversations • embrace diversity – our individual differences strengthen our effort • customer centric - we listen to our customers, provide options, meet their specific needs and build solutions
LEADERSHIP STATEMENT	<ul style="list-style-type: none"> • <i>Let's give it a go</i> - being confident in AHA's ability to be a leader in our field and in our expertise, putting creativity and innovation at the forefront.

KEY ACCOUNTABILITIES		
FOCUS AREAS	KEY TASKS	PERFORMANCE INDICATORS
Provide coordination of training projects to achieve timely delivery of milestones (40%).	<ol style="list-style-type: none"> 1. Support the design and development of workshop presentations, exercise and training materials in accordance with the AHA style guide. 2. Work collaboratively with training team members to make sure all project content/materials/resources are current. 3. Assist in the development and maintenance of online courses. 4. Support and actively engage in the monitoring and evaluation of the AHA training services projects and programs. 	<ol style="list-style-type: none"> A. Positive feedback from learners and an average satisfaction rating of training products above >85%. B. Strength of internal relationships. C. Training project quality.
Work collaboratively with AHA members and stakeholders on a range of training activities and biosecurity/EAD projects (30%).	<ol style="list-style-type: none"> 1. Foster a positive and collaborative working relationship with AHA members. 2. Behave consistently with agreed AHA values. 3. Engage with members and key stakeholders (our “Customers”) to create positive outcomes for both AHA and our customers. 4. Initiate any ideas that may enhance EAD preparedness of AHA and our members. 	<ol style="list-style-type: none"> A. Promote a customer focused culture and service across the organisation in line with organisational objectives. B. Strength of external relationships. C. Ability to effectively engage with other teams to help coordinate projects. D. Project quality.
Meeting preparation, secretariat services, and coordination of networking and professional development opportunities for AHA members (20%).	<ol style="list-style-type: none"> 1. Stakeholder consultation, meeting coordination and recording meeting notes. 2. Ensure all training and project data (e.g. participant feedback, course completions, data entry, financials, monitoring and evaluation) is current, accurate and filed electronically. 3. Support the development and implementation of professional development training courses. 4. Contribute to Project Communications activities. 	<ol style="list-style-type: none"> A. Clarity and accuracy of meeting and project records. B. Clarity and effectiveness of stakeholder communications. C. Accurate monitoring and evaluation data.
Maintain own learning and contribute to the AHA corporate culture and teamwork (10%).	<ol style="list-style-type: none"> 1. Demonstrate AHA’s company values in daily approach to work. 2. Colleagues report: <ol style="list-style-type: none"> a. constructive participation and/or organisation of corporate based and team membership activities. b. productive collaborative working relationships. c. helpful responses to request for assistance and contributions to teamwork. 3. Work safely and is aware of Work Health and Safety (WHS) obligations of self and others. 4. Nil breaches of the AHA Code of Conduct. 	<ol style="list-style-type: none"> A. Development and expansion of individual capability B. Retention and team satisfaction metrics C. Team utilisation D. Team behaviours and contribution to company culture E. All incidents and hazards that you become aware of are addressed in accordance with organisational policy and procedure

SELECTION CRITERIA

To be appointed and succeed in this role, the person will have demonstrated abilities and/or aptitude for at least the following selection criteria:

Knowledge & Skills	<p><i>Essential</i></p> <ul style="list-style-type: none"> • Experience in training support or a facilitation role across a variety of mediums such as face-to-face, online or webinar. • Commitment to deliver excellent customer service to stakeholders. • Excellent oral and written communication skills. • Excellent organisational skills and ability to multi-task. • Proficient with MS Office suite of software (Outlook, Word, Excel). • Digital skills (e.g. Zoom, Adobe, eLearning software) • Ability to work collaboratively with multiple managers and adapt to change. • Ability to work autonomously. • Excellent inter-personal skills and ability to build and maintain professional relationships. <p><i>Desirable</i></p> <ul style="list-style-type: none"> • Experience in the Australian agricultural or biosecurity sector. • Experience in vocational education and training. • Emergency management training and exercise experience. • Experience with Articulate software.
Qualifications & Experience	<p><i>Essential</i></p> <ul style="list-style-type: none"> • Formal project coordination qualifications and/or demonstrated skills. <p><i>Desirable</i></p> <ul style="list-style-type: none"> • TAE40116 Certificate IV in Training and Assessment. • eLearning design. • Instructional design.