



# Job Description

<b>Position:</b>	Trainer and Assessor
<b>Responsible to:</b>	Manager, Learning and Development
<b>Responsible for:</b>	Training and Assessment

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## About MHCC

Mental Health Coordinating Council (MHCC) is the peak body for non-government mental health community-managed organisations (CMOs) across New South Wales (NSW). MHCC has member organisations which provide a diversity of psychosocial and clinical services. MHCC advocates trauma-informed recovery oriented practice and works closely with its members and other stakeholders to build capacity and improve mental health service delivery to people with lived experience of mental health conditions, their families and carers in NSW.

MHCC takes a leadership role in advocating the vital importance of the mental health community managed sector. We participate extensively in policy reform and work in partnership with State and Commonwealth Governments to build cross-sectoral collaboration and understanding.

MHCC is a Registered Training Organisation (RTO) providing accredited and non-accredited courses and professional development to community sector workers and other stakeholders.

## MHCC's Vision

*People living with mental health conditions are supported to live meaningful lives in the communities of their choice.*

## MHCC's Purpose

*Empowering community-managed mental health in NSW through leadership, advocacy and support.*

## MHCC's Underlying Principles

- Good mental health is about the whole person: their social, psychological, physical, emotional, spiritual, cultural and economic needs
- The lived experience of people with mental health conditions must guide the design, management and delivery of services
- People need access to a range of supports and services to enhance their ability to live a meaningful life
- A collaborative cross sector approach to service co-design and workforce development is required
- A trauma-informed recovery-oriented practice approach must underpin all aspects of service governance and delivery

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## About the Role

The Trainer and Assessor delivers accredited and non-accredited courses and professional development training to a wide range of participants within NSW and across Australia. They are responsible for delivering training and undertaking assessments which comply with RTO standards and MHCC's values and aims.

The Trainer and Assessor forms part of MHCC's Learning and Development (LD) team.

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## Key Accountabilities

### Training & Assessment

- Plan, prepare and deliver accredited and non-accredited courses and professional development training in accordance with the *Standards for Registered Training Organisations (RTOs) 2015* and MHCC's *Trainer and Assessor Handbook*
- Assist in the development, implementation and review of training and assessment strategies and materials
- Participate in validation and moderation sessions as required
- Develop individual learning plans for participants with learning difficulties or particular needs
- Deliver training within a dynamic and safe learning environment
- Report all accidents and incidents to the LD Manager in accordance with MHCC's procedures
- Provide advice to the LD Manager regarding participants' learning support needs and progress
- Provide learning support to participants beyond the classroom as required
- Mark assessments in accordance with MHCC's *Trainer and Assessor Handbook*
- Identify and suggest improvements to Training and Assessment materials and processes

### Administration and Paperwork

- Ensure all training and assessment documents and data bases are maintained to RTO standards and in accordance with MHCC's procedures
- Provide feedback to the LD Manager regarding relevance and currency of training and assessment materials

### Compliance and Quality Assurance

- Ensure industry and VET competencies are maintained in accordance with the trainer and assessor requirements of the *Standards for Registered Training Organisations (RTO) 2015* and with MHCC's policy and procedures
- Ensure all training and assessment documents and data bases are maintained to RTO standards
- Participate in MHCC professional development activities as required
- Deliver training in a manner which reflects MHCC's values
- Monitor and evaluate training delivery to ensure it meets stakeholder needs
- Ensure all training and assessment conducted recognises and reflects:
  - Recovery orientated practice
  - Trauma informed practice
  - Industry needs and expectations



- Develop and maintain a training culture that consistently represents MHCC values and its role as an industry based RTO that is responsive and adds value to the sector
- Provide a client-friendly service that caters for, and delivers on, industry needs and ensures the delivery of quality customer service

### **Other**

- Positively represent MHCC at all times, and reflect MHCC's mission and aims and actively be aware of MHCC's role as a peak body
- Attend/participate in trainer & assessor meetings as required
- Promote the profile of the MHCC and LD to the sector and other relevant parties
- Adhere to MHCC's policies and procedures & workplace/industry requirements
- As required contribute to development and review of LD policies and procedures and systems
- Ensure compliance with all Commonwealth & State legislative requirements governing the MHCC business activities (including but not limited to EEO, Anti-discrimination, WHS, VET)
- Travel within NSW and interstate as required
- Complete other duties as required