



Position Description – Training Coordinator Defence

Position Details

Position Title:	Training Coordinator Defence
College/Portfolio:	Defence Project
School/Group:	College of Vocational Education
Campus Location:	Based at the city campus, however, may be required to work and/or be based at other campuses and bases of the University and Defence.
Classification:	Hew 8
Employment Type:	Fixed Term
Time Fraction:	Fulltime

RMIT University

RMIT is a multi-sector university of technology, design and enterprise. The University's mission is to help shape the world through research, innovation and engagement, and to create transformative experiences for students to prepare them for life and work. For more information on RMIT University follow the links below.

<https://www.rmit.edu.au/about>

<https://www.universitiesaustralia.edu.au/university/rmit-university/>

<https://www.rmit.edu.au/about/facts-figures>

Our three main campuses in Melbourne are located in the heart of the City, Brunswick, Bundoora and Point Cook, along with other Victorian locations. There are also two campuses in Vietnam (Hanoi and Ho Chi Minh City) and a centre in Barcelona, Spain. RMIT is a truly global university.

<https://www.rmit.edu.au/about/our-locations-and-facilities>

We are also committed to redefining our relationship in working with, and supporting, Indigenous self-determination. Our goal is to achieve lasting transformation by maturing our values, culture, policy and structures in a way that embeds reconciliation in everything we do. We are changing our ways of knowing, working and being to support sustainable reconciliation and activate a relationship between Indigenous and non-Indigenous staff, students and community. Our three campuses in Melbourne (City, Brunswick and Bundoora campuses) are located on the unceded lands of the people of the Woi Wurrung and Boon Wurrung language groups of the eastern Kulin Nation.

Why work at RMIT University

Our people make everything at the University possible. We encourage new approaches to work and learning, stimulating change to drive positive impact. Find out more about working at RMIT University, what we stand for and why we are an Employer of Choice.

<https://www.rmit.edu.au/careers>

We want to attract those who will make a difference. View RMIT's impressive standings in university rankings.

<https://www.rmit.edu.au/about/facts-figures/reputation-and-rankings>

College/Portfolio/Group

The purpose of RMIT's College of Vocational Education is to empower learners and our industry, community and government partners to succeed in the new world of work. Our five-year strategic roadmap, ALiVE@RMIT, purposefully guides everything we do in vocational education to deliver our vision: to position RMIT as a leading multi-sector provider with global impact and influence. Led by our Pro Vice Chancellor, the College of VE is reimagining how we deliver vocational education to create unique experiences for our students and partners, so we can:

- lead in practice-based learning
- empower learners for the future of work
- engage industry and community at scale
- grow for impact and influence

The College of VE is delivering impact through transformation that creates long-term change. The College of VE provides rich discipline knowledge and a learning and teaching delivery model that aligns to future student and industry needs. Our discipline clusters strengthen the multi-sector advantage, while fostering deeper collaboration between discipline

Programs & Deliver

With robust ties to industry through effective engagement and deep collaboration, delivers outcome for customers. The Australian Defence Logistics College delivers logistics training And college capability to Defence through Joint Logistic Command.

Position Summary

RMIT University is offering a unique opportunity for a highly motivated and experienced Training Coordinator to oversee our Defence Training for Australian Defence Logistics College's capability to Defence. This critical role ensures the effective meeting of training needs for the Fuels and offers the potential for career expansion into other areas of defence training. The successful candidate will be pivotal in enhancing the training program in collaboration with RMIT and ADLC, coordinating logistics, training plans, facilities management, managing trainers, and maintaining quality and compliance with program standards.

Reporting Line

Reports to: Manager Enabling Services

Direct reports: 6-8

Organisational Accountabilities

RMIT University is committed to the health, safety and wellbeing of its staff. RMIT and its staff must comply with a range of statutory requirements, including equal opportunity, occupational health and safety, privacy and trade practice. RMIT also expects staff to comply with its policy and procedures, which relate to statutory requirements and our ways of working.

RMIT is committed to providing a safe environment for children and young people in our community. Read about our commitment and child safe practices. <https://www.rmit.edu.au/about/our-locations-and-facilities/facilities/safety-security/child-safety>.

Appointees are accountable for completing training on these matters and ensuring their knowledge and the knowledge of their staff is up to date.

Key Accountabilities

- Oversee the Defence Training instructors and Fuels' training program, implementation, and evaluation.
- Monitor and report on program outcomes, making recommendations for improvements as needed.
- Work closely with Enabling Services and the clients to identify opportunities for program enhancements.
- Ensuring the correct documentation related to training and assessment are recorded according to processes and compliance of Defence systems.
- Incorporate feedback from stakeholders to improve training content and delivery continually and ensure the training program aligns with the strategic goals of RMIT and ADLC.
- Develop and maintain strong relationships with key stakeholders within the university and Defence.
- Manage all logistical aspects of the training program, including travel, classroom bookings, scheduling, instructor availability, and student assessments, including the availability and readiness of training facilities and materials.
- Coordinate with Enabling Services to support the seamless delivery of the Defence training plan
- Oversee the induction process for new trainers, ensuring they understand program standards and expectations.
- Maintain a high level of compliance with training program standards and Defence requirements.
- Provide ongoing support and professional development opportunities for trainers.
- Offer continuous support to trainers to ensure high-quality delivery of training programs.
- Keep training materials up-to-date, relevant, and accessible to trainers and students.
- Implement a system for regular review and update of training content.

Key Selection Criteria

1. Experience in training delivery, particularly in fuels or similar technical fields.
2. Background in military or defence environments, with an understanding of the unique requirements and protocols of the ADF.
3. Strong verbal and written communication skills to deliver training and collaborate with stakeholders effectively.
4. Ability to work with diverse individuals, including military personnel, university staff, and trainees.
5. Proven ability to manage training programs, including planning, scheduling, and resource allocation.
6. Knowledge of regulatory requirements and safety standards related to fuel handling and training.
7. Commitment to ensuring all training activities comply with ADF and RMIT regulations.
8. Leadership skills to manage and mentor a team of trainers and support staff.
9. Ability to foster a positive and productive team environment.
10. Security clearance at the Baseline or NV1 level is preferred.

Qualifications

- Certificate IV in Training and Assessment or an equivalent qualification.
- Additional fuel-related certifications, safety management, or technical training (e.g., hazardous materials handling, occupational health and safety, heavy vehicle license.).
- A bachelor's degree in a relevant field such as engineering, education, military science, or a related discipline is highly desirable.

Note: Appointment to this position is subject to passing a Working with Children Check and other checks as required by the specific role. Maintaining a valid Working With Children Check and AGSVA security clearance is a condition of employment at RMIT.

Endorsed:	Signature: Name: Title: Date:	Approved:	Signature: Name: Title: Date:
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