

Training Officer

Position Description

This is a 3-day per week position for 12 months



PIAC's purpose

The Public Interest Advocacy Centre (PIAC) works for a fair, just & democratic society, empowering citizens, consumers & communities by taking strategic action on public interest issues.

What PIAC does

PIAC is an independent, non-profit law and policy organisation that seeks to:

- expose & redress unjust or unsafe practices, deficient laws or policies;
- promote accountable, transparent & responsive government;
- encourage, influence & inform public debate on issues affecting legal and democratic rights;
- promote the development of law that reflects the public interest;
- develop and assist community organisations with a public interest focus to pursue the interests of the communities they represent;
- develop models to respond to systemic unmet need; and
- maintain an effective and sustainable organisation

PIAC's Training Program

PIAC is a Registered Training Organisation under the Australian Quality Training Framework. PIAC is registered by the NSW Vocational Education and training Accreditation Board (VETAB) to deliver training, conduct assessment, and issue the qualifications *Provide systems advocacy services – CHCAD603A* and *Provide advocacy and representation services – CHCAD504A*.

PIAC delivers public and in-house training programs, including Nationally Recognised Training, short courses, modules, seminars and conferences to community organisations, government agencies, law students and the general public. PIAC courses are primarily presented in Sydney, but travel to regional and rural areas and interstate is occasionally required.

Purpose of the position

The purpose of the position is to contribute to the development and delivery of PIAC's training program.

Relationships

- The Training Unit is made up of the Training Co-ordinator, Training Officer and an Administrator.
- The Training Officer is supervised and accountable to the Training Co-ordinator.
- The Training Co-ordinator is supervised by and accountable to the Manager Policy & Programs.

Decision-making

The Training Officer is expected to exercise a degree of initiative and to work independently on projects included in the PIAC's strategic plan and the Training program, under general direction and supervision.

Key Accountabilities

The Training Officer will:

- Deliver courses and training modules, including Nationally Recognised Training;
- Plan and coordinate the presenters and materials for the delivery of *Law for Non-Lawyers*;
- Develop and maintain relationships with community stakeholders to promote PIAC's training program and to encourage participation in courses;
- Maintain course materials for both facilitators and participants;
- Develop courses and modules related to PIAC's strategic direction;
- Assist other PIAC staff to develop and deliver appropriate training;
- Contribute to the organising of PIAC's training calendar of public courses;
- Contribute to the planning and evaluation and reporting of PIAC's training program.

Selection Criteria

Essential:

- Demonstrated experience in planning, delivery and evaluation of training programs;
- Well-developed interpersonal skills and the capacity to develop formal and informal relationships and networks in order to engage and build rapport with clients and other stakeholders;
- Writing skills for the preparation of training materials, correspondence and reports;
- Demonstrated understanding of the issues facing socially and economically disadvantaged people and of public interest concepts;
- Knowledge of government, political and regulatory structures and practices;
- Understanding of the law and legal system;
- Experience in working co-operatively as part of a team.

Desirable

- Qualifications or experience working in advocacy or the community sector;
- Certificate IV in Training and Assessment (TAE40110).

Salary

Salary range: \$52,465 to \$64,979 plus leave loading and superannuation. PIAC is a Public Benevolent Institution and is currently able to offer salary packaging subject to PIAC's Salary Sacrifice Policy.

Applications

Applications, which must address the selection criteria, should be sent to:

The Selection Panel
Public Interest Advocacy Centre
Level 9, 299 Elizabeth St
Sydney 2000

Closing Date: 13 September 2010