

WE'RE HIRING.

National Course Coordinator (NCC), Fitness Opportunity in Sydney

About the role

The National Course Coordinator is the leader for the Fitness course delivery nationwide. Leading a dedicated team of educators, the role ensures all courses within the Fitness course meet RTO standards and our aggressive student satisfaction targets.

This is a non-teaching role focused on working with the National Course Coordination team and reporting to the Academic Manager to ensure the courses deliver employment outcomes for students.

Responsibilities and Duties:

- Managing and implementing the Training and Assessment Strategy (TAS)
- Leading, managing and developing the trainer workforce
- Maintaining ALG's compliance with the Standards for Registered Training Organisations (RTOs) 2019 and National Code of Practice for Providers of Education and Training to Overseas Students 2018
- Develop and implement course transition plans in consultation with Academic Manager
- Work with the Academic Manager to identify the product portfolio for courses in Fitness
- Support the identification and implementation of new course roll out
- Lead any course transition projects

Education Delivery

- Develop, regularly review and update and improve the TAS, including as required for changes to training packages and units of competence (UoC's)
- Ensure mapping of training and assessments is maintained
- Ensure all training and assessment being delivered is aligned to the TAS
- Dealing with students' academic enquiries as an escalation point for student cases

- Assist to resolve student complaints and appeals as required
- Implement the academic policies and procedures in Fitness
- Working with the Academic Manager, lead the course review process as a part of TAS updates
- Develop relevant content to support the delivery of the course
- As the Subject Matter Expert (SME), manage and implement outcomes from the validation and moderation process
- Work collaboratively with the Work Placement Team to ensure all students receive the required industry training and assessment
- Maintain your own industry and training and assessment currency
- Implement systems and controls to ensure all marking is completed accurately and on time

Trainers and Assessors

- Foster a high-performance culture in the training and assessment team
- Implement education and staff policies
- Undertake recruitment and onboarding of trainers and assessors as required
- Completing and maintaining Industry currency with evidence in line with an Annual Professional Development Plan for the training team
- Conduct trainer observations and provide feedback to deliver improvements
- Compliance of all trainers is maintained at all times
- Use the continuous improvement cycle of ALG's education delivery through the review of trainer and student feedback

Industry Engagement

- Implement the ALG industry engagement plan
- Engage with industry stakeholders relating to the Fitness industry
- Hold and recommend memberships of relevant professional associations
- Obtain key industry endorsements for all qualifications within Fitness

Continuous Improvement and Quality

- Participate in and implement the continuous improvement plan including an annual schedule of review for the course specialisation
- Participate in external and internal audits

Leadership & Management

- Consulting with all stakeholders across ALG to ensure understanding and support of the delivery of the course specialisations
- Working with the Academic Manager, ensuring education budgets (teaching costs, content delivery, course review and development) are met
- Contribute to the suite of reporting to measure and track the success of the delivery of the course
- Ensuring a safe work environment, being a First Aider and WHS Officer where required (or delegating it to relevant team members)

Is this you? We look for the following skills in our National Course Coordinator:

- Has the ability to work independently and autonomously to identify and achieve the objectives to make the course a success
- Good interpersonal skills and the ability to work well in a team.
- Strong verbal and written communication skills.
- Strong people management skills.
- The proven ability to deliver training to groups.
- Ability to work under pressure, use one's initiative and remain calm in stressful situations.
- Ability to maximise results with resources available.
- Demonstrated ability to independently plan, run and monitor mentoring and support for trainers and assessors.
- Demonstrated understanding of educational processes in vocational education sector including curriculum development and delivery.
- Proven ability to manage projects and to establish and work within strict timelines.
- Ability and willingness to work collaboratively with a diverse group of staff across educational and broader functions in a scholarly and cooperative environment.
- Advanced skills in training resource development.

Experience

- At least five (5) years' experience and currently working in a Registered Training Organisation (RTO)
- At least (3) years' experience working in a vocational education management leading a training and assessment team
- At least five (5) years and current industry experience in Fitness as a management role.
- 3+ years of experience as a Trainer and Assessor.
- Detailed understanding of the Standards for Registered Training Organisations (RTOs) 2019
- Experience delivering education to international students under the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (preferred)
- Demonstrated understanding of vocational education principles and reporting requirements.
- Hold detailed knowledge of all tasks and skills required of all trainers and assessors within Fitness.

Education:

- Hold the most current Diploma qualification in Fitness or Bachelor equivalent.
- Certificate IV in Training and Assessment TAE 40116, higher, or equivalent.
- Hold detailed knowledge of requirements of the training specifications of the courses on scope for Fitness.

Diversity & Inclusion

ALG is an inclusive employer. We celebrate our diversity and strive to reflect contemporary Australian society in order to better serve our students. We welcome and encourage applications from Aboriginal and Torres Strait Islander people, Culturally and Linguistically Diverse people, People with Disability, Sexually and Gender Diverse people, people with lived experience of adversity and from people of all ages.

Be a part of our Team

When you join our team you join the ALG family. We are a dynamic and growing organisation and offer our employees opportunities to enrol in our qualifications for free, weekly massages, access to our employee benefits portal and the opportunity to be paid flexibly.

About Australian Learning Group

Australian Learning Group is owned by **UCW** and operates a number of colleges including **Australian College of Sports and Fitness**, **4Life College** and **Australian College of Dance**.

About UCW

UCW is an ASX-listed entity that owns and operates a portfolio of tertiary education businesses, with a current focus on Health and Community Services related fields of study in both the international and domestic student market. Education is delivered nationally across 12 campuses.

Please note:

- Only shortlisted candidates will be notified of the outcome of their applications.
- We are only able to consider applicants with the right to live and work in Australia.
- Please apply by your resume and a covering letter demonstrating your achievements in a similar role to **Bonnie.ballete@alg.edu.au**.