

		<h2 style="margin: 0;">Education Project Officer Position Description</h2>			MGR01	
Prepared By:	Tadashi Nakamura	Issued	10/04/2026	Copy no	1	
Authorised By	Tauondi Executive Management	Replaces		Page	1 of 4	
Reason for Amendment						

POSITIONS DETAILS	EDUCATION PROJECT OFFICER
LOCATION:	1 Lipson Street, Port Adelaide South Australia 5015
DEPARTMENT:	Education
REPORTS TO:	Executive Director, Corporate Services
DIRECT REPORTS:	NIL
EMPLOYMENT	Full/Part Time – TAE Traineeship option available (1.0 FTE)
CONDITIONS:	Fixed Term Contract Prescribed Position
RELEVANT AWARD:	Educational Services (Post-Secondary Education) Award 2010

KEY POSITION OBJECTIVES
<p>The Education Project Officer will support the development and implementation of high-quality vocational education and training pathways that strengthen the delivery of accredited courses. The role will contribute to curriculum design, learning resource development, and assessment materials aligned with the Australian Qualifications Framework (AQF) and the Standards for Registered Training Organisations (RTOs). Working closely with internal teams and partner organisations, the position will help ensure programs are structured to support future participation by organisations and communities seeking to deliver accredited training.</p> <p>The position will work collaboratively with stakeholders including Registered Training Organisations, Aboriginal communities, Aboriginal Community Controlled Organisations, and government partners to support effective engagement, partnership development, and coordinated program delivery. A key focus of the role is to assist in building sector capability through the development of flexible education pathways, including Recognition of Prior Learning (RPL) and assessment-only options, enabling organisations and community groups to transition toward accredited delivery when ready.</p> <p>The Education Project Officer will contribute to ensuring training and assessment practices meet ASQA compliance requirements and reflect best practice in adult education and training. The role will emphasise strong capability in resource development, quality assurance, and continuous improvement processes to support sustainable, culturally appropriate and nationally consistent education outcomes. All work will be undertaken in collaboration with partner organisations to ensure programs are responsive, inclusive, and aligned with stakeholder needs.</p>
KEY ACCOUNTABILITIES AND RESPONSIBILITIES
<p>1. Curriculum and Resource Development</p> <ul style="list-style-type: none"> • Design, develop and contextualise learning and assessment resources aligned with the Australian Qualifications Framework (AQF) and relevant Training Package or accredited course requirements. • Develop structured curriculum materials, session plans and assessment tools that support flexible delivery across different learning environments. • Ensure learning resources reflect adult learning principles, accessibility standards and culturally responsive practice. • Contribute to validation and continuous improvement of curriculum and assessment materials in consultation with trainers and stakeholders. • Maintain accurate documentation, version control and records of learning and assessment resources in accordance with RTO quality requirements. <p>2. RTO Compliance and Quality Assurance</p>

- Develop and review Training and Assessment Strategies to ensure alignment with the Standards for Registered Training Organisations (RTOs) and ASQA requirements.
- Ensure learning and assessment materials comply with the principles of assessment and rules of evidence.
- Support preparation and organisation of documentation required for internal and external audits.
- Participate in validation and moderation activities to ensure consistency and integrity of assessment outcomes.
- Identify and contribute to continuous improvement initiatives that strengthen compliance, quality assurance and training outcomes.

3. Stakeholder Engagement and Partnership Development

- Engage with Registered Training Organisations, Aboriginal Community Controlled Organisations, community stakeholders and government partners to support collaborative program development.
- Support consultation activities to identify stakeholder needs and inform program design and delivery approaches.
- Contribute to the development of partnership documentation including MOUs, project plans and engagement summaries.
- Maintain effective communication with stakeholders to support coordinated and consistent program implementation.
- Apply culturally respectful engagement practices that recognise community priorities, governance structures and partnership protocols.

4. Education Pathway Development and Capacity Building

- Support the development of flexible education pathways including Recognition of Prior Learning (RPL), credit transfer and assessment-only models.
- Assist in mapping pathways between non-accredited and accredited training programs to support learner progression.
- Develop guidance materials that assist organisations and partners to understand training and assessment requirements.
- Contribute to activities that build capability of partner organisations to participate in or deliver accredited training.
- Identify participation barriers and support solutions that promote inclusive and accessible education pathways.

5. Project Coordination and Continuous Improvement

- Support project planning activities including timelines, milestones and deliverables related to curriculum and resource development.
- Maintain accurate records of stakeholder engagement, resource development activities and project outcomes.
- Contribute to preparation of reports, briefing materials and documentation for internal governance and funding requirements.
- Monitor progress of activities against project objectives and identify areas for improvement.
- Contribute to evaluation processes and continuous improvement of program design, delivery approaches and learning resources

6. Other Duties as agreed.

The Employee shall perform the duties set out in the Position Description. These duties may be modified and updated by the Employer following agreement with the Employee.

PERSON SPECIFICATION

Skills & Knowledge:

- Demonstrated knowledge of the Australian Vocational Education and Training (VET) system, including the Australian Qualifications Framework (AQF), Training Packages and accredited courses.

- Understanding of the Standards for Registered Training Organisations (RTOs) 2015 and ASQA compliance requirements, including principles of assessment and rules of evidence.
- Skills in developing and contextualising learning resources, assessment tools and curriculum materials that support competency-based training and adult learning principles.
- Knowledge of Training and Assessment Strategies (TAS), validation processes, and quality assurance practices within an RTO environment.
- Ability to interpret training package requirements and translate them into structured, compliant and user-friendly learning materials.
- Understanding of culturally responsive and inclusive education approaches, particularly in working with Aboriginal organisations and communities.
- Strong organisational and analytical skills, including the ability to manage documentation, maintain accurate records, and contribute to continuous improvement processes.

Previous Work Experience:

- Experience in developing learning resources, assessment tools and curriculum materials within a Registered Training Organisation (RTO) or vocational education environment.
- Experience applying the Standards for RTOs and contributing to compliant training and assessment practices, including validation and continuous improvement processes.
- Experience supporting the design or implementation of accredited or non-accredited training programs within the Vocational Education and Training (VET) sector.
- Experience working collaboratively with stakeholders such as training providers, community organisations, government agencies or industry partners to support education program delivery.
- Experience contributing to Training and Assessment Strategies (TAS), resource contextualisation, or pathway development including Recognition of Prior Learning (RPL) or assessment-only models.
- Experience supporting projects involving curriculum development, resource design, stakeholder engagement, or education program coordination.

Personal Attributes:

- Strong attention to detail, with the ability to produce accurate and high-quality documentation and learning resources.
- Highly organised, with the ability to manage multiple tasks, priorities and deadlines effectively.
- Strong analytical and problem-solving skills, with the ability to interpret requirements and develop practical solutions.
- Ability to work collaboratively with diverse stakeholders while maintaining a professional and respectful approach.
- Well-developed communication skills, including the ability to present information clearly in written and verbal formats.
- Demonstrated commitment to continuous improvement and maintaining high standards of quality in work outputs.
- Ability to work both independently and as part of a team in a dynamic project environment.
- Adaptable and responsive to changing priorities, stakeholder needs and project requirements.
- Professional integrity and accountability in managing responsibilities and maintaining confidentiality where required.
- Commitment to culturally respectful practice and inclusive approaches when working with Aboriginal organisations and communities.

Qualifications & Training:

- (Essential) ***TAE40122 Certificate IV in Training and Assessment or equivalent qualification, or demonstrated progress toward completion***
- (Desirable) Relevant tertiary qualification in education, vocational education and training, adult education, instructional design, community services, or a related field; or equivalent demonstrated professional experience.

- (Desirable) Qualification or professional development in instructional design, curriculum development, adult learning or assessment design.
- (Essential) Current DHS Working with Children Check (or prepared to obtain).
- (Essential) Responding to Abuse and Neglect – Education and Care Certificate (or prepared to obtain).
- (Essential) Driver’s licence

VISION and VALUES

Our Purpose

Empowering strong people and supporting strong communities through the strength of strong culture and education excellence.

Values

Trust	Building relationships on a foundation of reliability and integrity in all interactions and decision.
Authentic	Encouraging genuine self-expression and honest communication through respectful engagements.
Uniqueness	Embracing and celebrating individual differences and innovative ideas that makes our community strong.
Openness	Fostering a culture of transparency, accessibility, and receptiveness to create new opportunities for growth.
Network	Cultivating strong relationships and connections both within and outside the organisation
Diversity	Valuing and promoting a varied community that includes different backgrounds, perspectives, and experiences to enrich our social understanding.
Impact	Striving to make a meaningful difference in the lives of students, employers, and the broader community through purposeful actions.

KEY RELATIONSHIPS

<p>Internal</p> <ul style="list-style-type: none"> • Administration • Training and Support 	<p>External</p> <ul style="list-style-type: none"> • Industry and Enterprises (employers) • Other RTOs • Aboriginal Community Controlled Organisations
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Acknowledgement

I..... acknowledge that I have been given a copy of this Position Description and that I have read and understand it.

Signed..... Date ____/____/____
 (Employee)

Signed..... Date ____/____/____
 (Manager)