

Statement of Duties

Trainer

Position details

- Title: Trainer
- Agency: Tasmanian Electoral Commission
- Appointment type: Casual, non-ongoing, as required for electoral events. Hours and days of work are dependent on election scheduling and operational needs.
- Location: Statewide
- Reporting to: Returning Officer
- Classification: TEC Remunerations and Allowances schedule – Band 4

Primary purpose

The **primary** purpose of the role is to run in-person training sessions for casual election staff, so they know what to do, and feel confident following TEC processes and procedures.

Core responsibilities

- Prepare for and deliver training sessions to casual election staff across a range of roles, using TEC-provided materials and resources.
- Facilitate discussions, group work and practical activities that promote understanding of electoral procedures.
- Manage session time/s effectively.
- Support a safe, respectful and inclusive learning environment for diverse participants, modelling TEC values and expected behaviours.
- Work collaboratively with the Election Office to set up training rooms. Make sure attendance is recorded and all materials are ready.
- Provide feedback to the Training team about content, participant understanding and any issues identified during sessions to support making things better over time.

Training and time commitment

- Complete required TEC eLearning modules prior to delivering training, including assessment activities as directed.
- Attend a Train-the-Trainer session delivered by the TEC Training team to become familiar with session plans, materials and expected standards.

- Undertake paid preparation work like reviewing resources, planning and practicing delivery, and familiarising yourself with the lesson plan and content.
- Be available for an agreed number of hours (to be confirmed for each election) across several days and sessions, including evenings and/or part weekends.

Key attributes:

- Able to train people in different ways, including delivery of presentations, leading discussions and running group activities.
- Capacity to acquire and impart step-by-step instructions, including electoral processes and role specific requirements.
- An ability to speak clearly and confidently to groups and respond to questions constructively.
- Able to organise materials and manage time well. Can meet attendance and delivery commitments in a busy environment.
- Work effectively as part of a small team, build positive working relationships and adapt to changing requirements during an election period.

Essential requirements

- Demonstrated ability to be, and be seen to be, politically neutral, in line with the TEC Political Neutrality Policy.
- At least 18 years of age at the time of engagement.
- Australian citizen, or holder of a valid visa permitting work in Australia for the period of engagement.
- Willingness and availability to work evenings and/or part weekends to meet training schedules.
- Comply with TEC policies and procedures, including codes of conduct and work health and safety requirements

Desirable skills and/or experience

- Experience delivering training, coaching or briefing sessions, or currently studying in the training field.
- Current drivers licence, as intrastate travel may be required.