

## JOB DESCRIPTION

<b>Agency</b>	Department of Housing and Community Development		<b>Work Unit</b>	Aboriginal Interpreter Service	
<b>Job Title</b>	Training Manager		<b>Designation</b>	Administrative Officer 7	
<b>Job Type</b>	Full Time		<b>Duration</b>	Fixed for 12 months	
<b>Salary</b>	\$99,215 - \$106,735		<b>Location</b>	Darwin	
<b>Position Number</b>	30537	<b>RTF</b>	116386	<b>Closing</b>	23/04/2017
<b>Contact</b>	Lauren Campbell on 08 8999 8917 or <a href="mailto:lauren.campbell@nt.gov.au">lauren.campbell@nt.gov.au</a>				
<b>Agency Information</b>	<a href="https://dhcd.nt.gov.au/">https://dhcd.nt.gov.au/</a>				
<b>Information for Applicants</b>	<b>Applications must be limited to a one-page summary sheet and an attached detailed resume/cv.</b> For further information for applicants and example applications: <a href="#">click here</a>				
<b>Information about Selected Applicant's Merit</b>	If you accept this position, a detailed summary of your merit (including work history, experience, qualifications, skills, information from referees, etc.) will be provided to other applicants, to ensure transparency and better understanding of the reasons for the decision. For further information: <a href="#">click here</a>				
<b>Special Measures</b>	The NTPS values diversity and aims for a workforce which is representative of the community we serve. Therefore under an approved <b>Special Measures</b> recruitment plan, ATSI applicants will be given priority consideration and preference in selection for this vacancy if they meet all essential selection criteria and are suitable at the position level. For further information: <a href="#">click here</a>				
<b>Apply Online Link</b>	<a href="https://jobs.nt.gov.au/Home/Application?rtfld=116386">https://jobs.nt.gov.au/Home/Application?rtfld=116386</a>				

**Primary Objective:** This position is responsible for planning, organising, coordinating and provide direct oversight of the day-to-day operations of the AIS Training Unit, including staff management.

**Context:** The Training Unit is responsible for the induction and ongoing professional development of Aboriginal interpreters and providing training to public servants and NGO staff about the optimal ways to work with Aboriginal interpreters to ensure accurate two-way communication.

### Key Duties and Responsibilities:

1. Responsible for leading the AIS Training Unit, including up to 6 trainers based throughout the Northern Territory, to ensure the optimal delivery of the Training Unit outcomes.
2. Work with other senior AIS staff to ensure that Aboriginal interpreting services are delivered in a professional and consistent manner.
3. Work with relevant bodies to develop tests and training resources aimed at professional development to support the achievement of essential interpreting skills and knowledge, including NAATI accreditation at para-professional level.
4. Manage the education of client agencies, organisations, Indigenous communities and individuals on the role of the AIS and on the ethical use of professional interpreters
5. Promote the value of effective communication in bilingual situations and outline the costs associated with poor communication.
6. Provide high level assistance to the Director AIS, in the preparation of briefing papers and other high level written documents.

### Selection Criteria:

#### Essential:

1. Demonstrated experience in managing a multi-disciplinary team to achieve high standard outcomes in a cross-cultural environment.
2. Extensive experience in working in a training environment and in the development of training programs and resource materials particularly targeting Adult Indigenous learners.
3. Familiarity with the NAATI accreditation processes and the ability to manage interpreter accreditation.
4. Demonstrated ability to develop training resources, including online training materials
5. Sound understanding of economic, social and cultural issues impacting on Indigenous communities in the Northern Territory and service delivery models including a familiarity with interpreting theory, ESL or linguistics.
6. Well-developed communication skills including interpersonal, consultation and writing skills with a proven ability to establish working relationships with individuals, team, service providers and clients.

#### Desirable:

1. Tertiary qualifications relevant to the responsibilities of the position.
2. Understanding of the issues around Aboriginal languages as a tool for communication and the importance placed upon language in the maintenance of Indigenous culture.