

Role Title	Specialist Adviser/Curriculum Developer Aged Care
Location	Timor Leste
Classification	International ARF B2 (Australian Based).
Reports to	Interim Country Director
Employment Status	Contract
Duration	3 months in total - 1 December 2022 to 31 March 2023 including 1 month off over Christmas New Year period

### About TAFE Queensland and the Australia Pacific Training Coalition

TAFE Queensland is the largest and most experienced provider of vocational education and training in the state, with a history of serving Queensland's communities for over 130 years. On 1 July 2013, TAFE Queensland was established as an independent statutory body under the TAFE Queensland Act 2013.

Each year TAFE Queensland enrolls over 125,000 students across a network of over 50 campuses, in employers' workplaces, online and in markets offshore. Our offering spans foundation skills and entry-level qualifications to higher education degrees across more than 500 programs.

Our unique structure and state-wide delivery model support our commitment to working with students with diverse abilities from a wide range of socio economic and cultural backgrounds, in regional, remote locations and off shore. Our responsive approach allows us to adapt our offering to meet the needs of industries, delivering training that strengthens communities and provides real employment opportunities for graduates.

The distinguishing characteristic of all of TAFE Queensland's programs is that they are built to meet the needs of employers and the broader industry. Students engage in practical, applied learning that gives them the skills they need to be job-ready and go further in their careers.

In addition to the six regions, TAFE Queensland manages the Australia Pacific Training Coalition (APTC) on behalf of the Department of Foreign Affairs and Trade (DFAT). APTC is an Australian Government development program established in 2007. APTC works in partnership with industry, governments and selected Technical, Vocational Education and Training (TVET) institutions to assist the development of a more skilled, inclusive and productive workforce aligned with labour market requirements to enhance Pacific prosperity.

APTC provides Australian standard training qualifications across the Pacific and forms partnerships and coalitions with TVET stakeholders to achieve training outcomes and reforms of the Pacific TVET system. APTC is currently pivoting to support the Pacific Island Countries to respond to the impacts of COVID-19. APTC has country offices established in Fiji, Vanuatu, PNG, Samoa and the Solomon Islands. The Country Offices are supported by a range of services provided from a regional office located in Suva, Fiji.

As an employee of APTC, you will be part of a leading provider of further education and training committed to quality teaching, a safe working environment and delivering real outcomes for our students.

For more information about TAFE Queensland visit [www.tafeqld.edu.au](http://www.tafeqld.edu.au) For more information about the APTC visit: <http://www.aptc.edu.au/>

### About the Role

## Role Description

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The Specialist Adviser/Curriculum Developer Aged Care will develop a local qualification in Aged Care within Timor-Leste's National Qualification Framework, with a potential pathway into the Australian accredited Certificate III in Individual Support (Aged Care). This will enable the development of a pool of skilled aged care workers able to take up labour mobility opportunities.

APTC is working with the National Institute for Labour Force Development (INDMO) and the National Directorate for Vocational Training (DNFP) to develop training pathways into the Australian qualification *Certificate III in Individual Support (Aged Care)*. This is the preferred qualification for aged care workers in Australia, and likely to become mandatory in future. To be eligible to enroll in this qualification, applicants must have a good level of English and preferably hold a relevant local qualification, for example, the Timorese *Certificate III in Community Services*. It is within this context that APTC proposes to support the development of a Timorese qualification in Aged Care as part of a pathway into the Australian Aged Care qualification

It is proposed that the Common Core units, already developed and delivered as part of the Certificate III in Social Services would also form some or all of the core units for the new Certificate III level qualification where relevant. A Technical Working Group (TWG) will provide guidance, advice and validation for the development of the qualification.

The Specialist Adviser/Curriculum Developer Aged Care reports to the Interim Country Director for all aspects of the Project.

The Specialist Adviser/Curriculum Developer Aged Care needs to be self-directed, and able to work remotely and in Timor Leste for two (2) weeks of the contract – one at the beginning and one at the end of the contract period. Hours required to achieve contracted objectives may exceed standard hours of work.

### Key Responsibilities and Duties

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1. Establish and manage a Technical Working Group for the duration of the Project
2. Develop a local qualification in Aged Care within Timor-Leste's National Qualification Framework using The National Institute for Labour Force Development (INDMO) guidelines, documentation and where relevant utilizing core units from the Timor Leste qualification Certificate III in Social Services
3. Development and /or procure of training resources and assessments mapped to the course units.
4. Document a recommended approach to upskilling trainers in Timor Leste
5. Document recommended minimum facility and equipment requirements for the practical aspects of the course.
6. Development and document training pathways into the Australian qualification *Certificate III in Individual Support (Aged Care)*
7. Collaborate with The Asia Foundation's Nabilan Program, the Certificate III in Social Services, the first qualification in the Community Services sector in Timor Leste

Within the context of the Key Responsibilities and Duties described above, the incumbent will be required to:

Demonstrate professionalism and integrity by:	<ul style="list-style-type: none"> <li>• Adhering to the APTC Staff Code of Behaviour, the APTC Staff Conduct Protocols, and TAFE Queensland's Code of Conduct.</li> <li>• Adhering to DFAT Policy requirements as they relate to APTC.</li> <li>• Adhering to the APTC Close Personal Relationship Policy.</li> <li>• Adhering to the APTC's Child Protection Code of Conduct.</li> <li>• Adhering to APTC policies and regulations, including equal opportunity, anti-discrimination and harassment and those of TAFE Queensland.</li> <li>• Working safely and ensuring others, including students, work safely.</li> <li>• Complying with all accreditation and audit requirements.</li> <li>• Treating people fairly and equitably and being transparent in decision making.</li> <li>• Taking responsibility for timely and accurate completion of work with a strong attention to detail.</li> <li>• Demonstrating initiative in considering alternative ideas.</li> </ul>
Support productive relationships by:	<ul style="list-style-type: none"> <li>• Respecting the needs and contribution of team members.</li> <li>• Accepting team decisions.</li> <li>• Taking responsibility for their own performance.</li> <li>• Providing support to other team members.</li> <li>• Demonstrating initiative within the team.</li> <li>• Demonstrating a pro-active and enthusiastic demeanor.</li> </ul>
Achieve results by:	<ul style="list-style-type: none"> <li>• Taking responsibility for meeting objectives and achieving shared goals.</li> <li>• Providing courteous, prompt and professional service to external and internal clients.</li> <li>• Responding positively to change.</li> <li>• Being innovative and identifying and implementing improved work practices.</li> </ul>
Communicate with influence by:	<ul style="list-style-type: none"> <li>• Effectively presenting information – both verbally and in writing</li> <li>• Accepting and acting on constructive feedback</li> <li>• Attending and actively participating in scheduled meetings</li> </ul>

### Key Selection Criteria

1. TAE 40110/TAE40116 Certificate IV in Training and Assessment including the LLN unit (TAELLN411), assessment unit (TAEASS502)
2. Australian aged care vocational qualification, to the level being developed, or above.
3. Minimum 5 years combined training, assessment and industry currency directly relevant to the training and assessment being developed.
4. Demonstrated experience in course development and the preparation of documentation to meet accreditation requirements.
5. Current knowledge of the Australian Certificate III in Individual Support (Aged Care).
6. Demonstrated report writing and file management skills including the ability to relate effectively, collaboratively and ethically to staff, students and other stakeholders (including the ability to liaise with industry and partner institutions).
7. Demonstrated strong computer skills in Microsoft Office applications including Word and PowerPoint and the ability to work both independently and as part of a small and dedicated team across geographic boundaries.

### Personal attributes

1. Willingness and ability to facilitate rather than direct, to provide support and systems to build staff and partners' confidence and skills to work in an adaptive manner and to work beyond self-interest.
2. Strong commitment to TVET reform and Timor Leste skills development.
3. Ability to work remotely and maintain communication with stakeholders.
4. Highly developed interpersonal communication skills with proven experience in building and sustaining productive internal and external stakeholder relationships and developing relationships of trust with partners and counterparts.

5. Demonstrated cultural awareness and sensitivity and proven ability to work with people from diverse cultural and linguistic backgrounds and diversity of age, gender and ability.
6. Ability to work through uncertainty, collaboratively and with creativity to support the achievement of shared objectives.

### Desirable Selection Criteria

1. Experience working on an aid funded project, preferably Australian Government.
2. Experience working or travelling in Timor Leste.
3. Experience working in the international TVET environment.

### Additional Information

1. You will be required to travel to Timor Leste for 2 weeks of the of the contract – one week at the beginning and one week at the end.
2. Travel and overnight absences from base will be required for this position.
3. A criminal history check will be initiated on the preferred applicant.
4. You may be required to undergo a medical check.
5. A non-smoking policy applies in APTC buildings, offices and motor vehicles.

### Inherent Physical Requirements

Physical Requirements		Frequency
Posture	<ul style="list-style-type: none"> <li>• Sitting</li> <li>• Standing</li> <li>• Walking</li> </ul>	Frequent/Constant Occasional/Frequent Occasional/Frequent
Upper Limb/Body	<ul style="list-style-type: none"> <li>• Computer operation</li> <li>• Handwriting</li> <li>• Reaching above shoulder and bending below the knee to access work materials</li> <li>• Repetitive hand movements</li> <li>• Sustained neck flexion when reading documents</li> </ul>	Frequent/Constant Occasional/Frequent Occasional  Occasional Occasional
Other	<ul style="list-style-type: none"> <li>• Twisting in a seated position to access drawers at the desk</li> <li>• Lifting/carrying</li> </ul>	Occasional Occasional
Work Environment	<ul style="list-style-type: none"> <li>• Indoor air-conditioned rooms</li> <li>• International work related travel</li> <li>• Overnight absences from base</li> </ul>	Frequent Occasional Occasional

### Signatures

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Name of Accountable Manager

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Incumbent

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date