

SALTBUSH AT A GLANCE

Saltbush Social Enterprises (**Saltbush**) is a not-for-profit NT organisation that was developed in response to the critical need for grassroots opportunities that create prosperity parity for marginalised Territorians.

To learn more, visit www.saltbushnt.org.au

Job Title	Hospitality and Workplace Trainer
Saltbush Division	Training Services
Location	Darwin
Employment Type	Permanent, Full time
Reports to	Training Manager
Hours of Work	Normal business hours and such further additional hours as reasonably necessary including some out of hours flexibility.
Travel	Regional and remote travel will be required as part of this role.
Compliance Requirements	National Police Clearance, NT Working with Children (OCHRE) Card, NT Drivers Licence.

PRIMARY PURPOSE OF POSITION

The aim of this position is to deliver programs that prepare and support participants to become work ready while also developing their ability to identify and manage critical stages of the transition towards job resilience and sustained employment.

The Hospitality Trainer, in partnership with the Employment Services and Training teams, is responsible for all facets of the successful delivery of a variety of pre-employment and workplace skills development programs that specialise in preparing participants to enter the hospitality sector.

KEY DUTIES & RESPONSIBILITIES

To ensure success in your role as the Hospitality Trainer, you will be responsible for the following tasks and any other activities requested by your supervisor:

- Provide structured training and workplace skills development courses in either group or individual settings, in order to support participants to engage in meaningful employment pathways.
- Oversee the development and achievement of individual training goals through the co-design of Individual Pathway Plans.
- Work with the Employment Services team to build networks of external providers and stakeholders (including referral organisations and funding bodies) to better support Saltbush programs and initiatives.
- Engage with and develop relationships with Workforce Australia and CDP providers, Centrelink, and ISACNT, ensuring that an open dialogue is maintained, and solution-focussed relationships are continually strengthened.
- Work collaboratively and proactively with employers to develop contextualised training that meets current needs whilst assisting local employers to strengthen their Aboriginal and Torres Strait Islander workforce.
- Ensure access to resources and support services that will enable job seekers to address employment challenges and building of skills to successfully enter the work environment.
- Implement evaluation and continual improvement programs for all courses and programs.
- Ensure all records and systems are maintained in line with organisational and contractual requirements, and that evaluation and continual improvement systems are implemented for services delivered.

ESSENTIAL SELECTION CRITERIA

- Qualifications and experience in Hospitality or Commercial Cookery to at least a Cert III level.
- Current Training and Assessment qualification.
- Previous experience working in a culturally diverse business environment, demonstrating empathy with the delivery of services.
- Demonstrated ability to communicate, negotiate, lead, support and work in a cross-cultural environment.
- Excellent written, oral, IT and interpersonal communication skills.
- Demonstrated ability to set priorities, work effectively under pressure, and meet KPIs.
- High-level organisational skills and self-motivation with the ability to take initiative when working alone and be able to interact and work in a team.





HIGHLY DESIRABLE CRITERIA

- Previous direct or indirect experience in/with the Employment Services sector, including working with Job Actives/Workforce Australia and CDP providers.

THE SALT BUSH CAPABILITY FRAMEWORK

The Saltbush Social Enterprises' Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance with our organisation. Our Capability Framework builds on our values and creates a common sense of purpose for all levels of the workforce.

Below is the full list of capabilities and the level required for this position.

CAPABILITY GROUP	CAPABILITY NAME	LEVEL
 Personal Attributes	Achievement Focus	Advanced
	Thoroughness	Skilled
	Manages Self	Advanced
	Teamwork and Leadership	Skilled
 Relationships	Building Relationships	Advanced
	Collaboration	Advanced
	Communicating for Results	Skilled
	Leading the Organisation	Intermediate
 Results	Analytical Thinking	Skilled
	Organisational Alignment	Skilled
	Initiative	Skilled
	Problem Solving	Skilled
 Resources	Business Process Knowledge	Intermediate
	Strategic Thinking	Intermediate
	Finance	Intermediate
	Project Management	Intermediate
	Procurement and Contracts	Intermediate
	Human Resources	Intermediate



FOUNDATIONAL



INTERMEDIATE



SKILLED



ADVANCED



EXPERT