

## Canberra Institute of Technology Position Description

<b>POSITION NUMBER:</b>	<b>PN P51787, P16688, P51210, P51414, P63636, P64030, P64031</b>
<b>CLASSIFICATION:</b>	<b>EDUCATOR LEVEL 1 EDS</b>
<b>POSITION TITLE:</b>	<b>Education Advisor, Disability</b>
<b>DIVISION:</b>	<b>Education Futures and Students</b>
<b>BRANCH:</b>	<b>Student Experience</b>
<b>SECTION:</b>	<b>Student Support</b>
<b>COST CODE:</b>	<b>1503</b>
<b>IMMEDIATE SUPERVISOR:</b>	<b>PN54836</b>
<b>RESTRICTIONS:</b>	
<b>CONDITIONS:</b>	Educational Development & Support (EDS) position Maximum teaching load of 120 hours per teaching year Paid Non-attendance is not applicable to EDS educators Flex time is available to EDS educators

### ABOUT US

Canberra Institute of Technology (CIT) is a dynamic, modern, and diverse vocational education and training (VET) institute of learning - and plays a major role in the development of the ACT's future workforce and building its skill base. As the ACT's public provider of VET, we are the cornerstone of the local skills and training system and deeply embedded in our community. The critical role we play in the Canberra economy and society is demonstrated by the significant influence of our graduates and educators. Our alumni embody excellence and proficiency in their respective vocations.

At our core, we strive for inclusion, providing equal access to education and training and enabling anyone to pursue their learning and career goals. We are dedicated to supporting social inclusion, offering all who walk through our doors a sense of place and belonging, and the confidence to participate in the workforce.

Our strategic ambition is outlined in our [CIT Strategy 2025-2035: \*Skilling for the future equipping you for life\*](#). This strategy sets four objectives to guide our actions towards achieving our vision to be *renowned for our inclusive and dynamic approach to teaching and learning that meets the needs of students, industry and the community*. These strategic objectives are:

- Our training meets the skills needs of today, tomorrow and beyond.
- Our teaching and learning is leading edge and enhances student outcomes.
- Our people are equipped to achieve our strategy.

- Our foundations support the delivery of our strategy and enable future growth.

## **OUR PEOPLE**

CIT cultivates its workforce to create an environment where our people thrive, are motivated and embrace leading roles in achieving our ambitions. Our values of student-centric, belonging, connection, excellence, integrity and wellbeing guide every decision and action that we take. They steer us towards our purpose and create a culture of trust, collaboration and accountability. These values are aligned to the ACTPS values and signature behaviours which are underpinned by the [ACT Public Service \(ACTPS\) Code of Conduct](#).

*CIT is committed to building a diverse workplace through an inclusive workforce. As part of this commitment, Aboriginal and Torres Strait Islander peoples, culturally and linguistically diverse people, people with disability, and LGBTIQ+ people, are encouraged to apply.*

## **EDUCATION FUTURES AND STUDENTS' DIVISION**

The Education Futures and Students Division offers a dynamic learning experience that equips students for success and lifelong employability, providing them with the tools and resources they need to thrive in a changing world. Led by experienced and innovative education leaders and educators, the division is committed to delivering future-focused teaching and enhancing student outcomes.

The division focuses on integrating leading-edge educational design and delivery technologies, supported by digitally enabled learning environments, innovative teaching methods, and robust academic quality and assurance systems. The division is dedicated to offering a wide range of student engagement and support services, ensuring that an increasing number of lifelong learners can study and upskill at CIT. Through strong collaborations with industry partners, CIT's education and training programs remain responsive to emerging skills needs and relevant to the local job market.

## **STUDENT SUPPORT OVERVIEW**

CIT Student Support provides several services which seek to enhance the experience of all CIT Students, addressing issues which may prevent them from successfully completing their study. The unit strives to provide high-quality customer service to students, prospective students, CIT staff and the community, in accordance with the CIT Client Service Charter.

## **THE POSITION**

The primary focus of the Teacher Level 1 EDS position, under the general direction of the Senior Officer Grade B, Senior Manager Student Support, will perform the following professional educational, administrative, and training duties associated with the provision of support services to students with a disability.

## RESPONSIBILITIES

- *Contribute to an inclusive high performing team through innovative practice, collaboration, and teamwork.*
- *Working independently and as part of a larger team, provide information, advocacy, and referral to students with disability regarding a range of educational and inclusion issues.*
- *Work with students with disability to determine appropriate adjustments, and strategies to address the effects of the disability on the student's study and participation at CIT and case manage as required.*
- *Promote Student Support services to CIT departments and students, industry and community including but not restricted to, being actively involved with, and attending information sessions, career forums and open days.*
- *Maintain accurate digital case management records and Student Support data.*
- *Perform other duties as required by the Senior Officer Grade B, Senior Manager Student Support.*
- *This position does not involve direct supervision of staff.*

## PROFESSIONAL AND PERSONAL CHARACTERISTICS

The following capabilities form the criteria that are required to perform the duties and responsibilities of the position.

### Professional / Technical Skills and Knowledge

- *Ability to provide support services to students with disability in an education setting, particularly in reference to vocational education and training.*
- *Capability to advise, support and train CIT staff on issues related to students with a disability, including access, curriculum, assessment, and classroom support.*
- *Evidence of a wide range of communication skills in working with people with a disability and people from other equity groups. Demonstrated organisational skills in developing, implementing, maintaining records, and monitoring programs.*

## Behavioural Capabilities

- *Ensure all interactions are consistent with the CIT Values, ACT Public Service Values and Signature Behaviours, workplace health and safety (WHS) frameworks; and mandatory reporting obligations concerning suspected child abuse under the Children and Young People Act 2008.*
- *Demonstrated capability to effectively engage in a continuous improvement process. Ability to apply CIT policies and principles in relation to VET, RTO Standards, and other educational standards.*
- *Contribute to an environment that values and utilises the contribution of others.*

## QUALIFICATIONS AND EXPERIENCE

### Mandatory Qualifications

Refer to the ACTPS CIT Educators EA 2023-2026, sub-Clause M10.4.

All employees engaged at the Educator Level 1 classification must:

- hold a Training and Assessment Certificate IV level qualification (such as a TAE40116 or equivalent); or
- where the full qualification is not held, hold as a minimum prior to employment as an employee in any form, qualifications as required by the Standards for RTOs; and
- complete the full qualification within 12 months of engagement and be supervised by a suitably qualified person.

Clause M10.8 states that all employees at Educator Level 1.3 (TL1.7) to the Head of Department Level must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40116 or equivalent) and a Diploma of Vocational Education and Training (or equivalent).

### Registration/licensing

- All CIT and ACTPS employees are required to complete a criminal history record check form prior to employment.
- Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registrations refer to - [Apply for or renew a WWVP registration - Access Canberra](#).
- Current Driver's license, Class C.
- This position *does not* require a pre-employment medical.

### **Industry Experience**

In accordance with sub-Clause M10.10 of the [ACTPS CIT Educators EA 2023 - 2026](#).

- All employees at Educator Level 1 or Level 2 are required to have relevant industry experience and vocational qualifications equal to that being taught, or as specified in the applicable training package or accredited curriculum specifications.

### **DESIRABLE**

- Relevant qualifications/experience in a range of areas including, community services/disability/mental health/education and/or careers.

### **Office use only**

Date Position Description updated: 17/06/2026

RITM Number: RITM6163653