

Canberra Institute of Technology

Position Description

POSITION NUMBER:	PN 70238
CLASSIFICATION:	EDUCATOR LEVEL 1
POSITION TITLE:	Automotive Body Repair Educator
DIVISION:	Education Futures & Students
BRANCH:	Trade Skills
SECTION:	Automotive
COST CODE:	33510
IMMEDIATE SUPERVISOR:	PN 51893

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.

EDUCATION DESIGN AND DELIVERY BRANCH

The branch is responsible for innovative design and delivery of quality education and training programs, policies and practices, teacher capability and currency, and training product implementation. It is also responsible for facilitating a high-performance culture and support the professional development of teaching staff at all levels of proficiency through collaboration across CIT's colleges and campuses. The leadership in the branch including College Directors work collaboratively with CIT executives to build and share an understanding, commitment and capability to implement future-focused teaching, training products and services across CIT, and continual business process and quality improvements, with a particular focus on the affordances of digitalisation through the cloud campus and contemporary learning spaces.

COLLEGE OVERVIEW

CIT Trade Skills is a teaching college comprising of seven departments: CIT Automotive, CIT Construction, CIT High Risk and Finishing Trades, CIT Electrical Trades, CIT Horticulture and Floristry, CIT Building Management and Drafting, and CIT Plumbing and Metals. This college offers VET training programs from Certificate II through to Advanced Diploma and short courses for High-Risk licensing. The student cohort includes Australian School-Based Apprenticeships (ASBAs) and apprentices/trainees, full time and part-time students. Our custom-built training facilities at Fyshwick, Bruce and Woden campuses allow learners to develop industry-standard skills in a safe, supportive, simulated, and supervised setting. These facilities provide learners with invaluable real-world experience, thoroughly preparing them for their future careers. The leadership team of the college is the director and the heads of each of the departments. This position reports to the Head of Department Automotive.



THE POSITION

As a member of the teaching team within the Trade Skills College, this role's primary responsibility is to deliver educational programs and facilitate learning to enable students to achieve their desired outcomes and qualifications. The role of an educator at CIT is diverse and as a professional educator key components of this position are to help, construct, guide and enhance the learning process of our students whilst maintaining strong connections with industry.

Under the direction of the Head of Department Automotive, an Educator Level 1 will perform a range of varied tasks including professional educational, administrative, and training duties. These activities may include providing a flexible and varied educational experience, assessment, and evaluation of learning outcomes, maintaining, and developing industry specific currency, liaising with local industry and the community to ensure the training provided is relevant and current and complying with relevant legislation and participating in the development and implementation of quality improvement practices. Industry experience and relevant qualifications in the field of Automotive are essential in this role, as is demonstrated experience in teaching and or mentoring junior tradespeople.

RESPONSIBILITIES

Under the general direction of the Head of Department, the Educator Level 1 will:

- Teach as required by the Head of Department up to the number of hours prescribed in the relevant industrial award.
- Use of flexible, innovative and blended learning tools to deliver educational programs that provide students the opportunity to achieve the required training outcomes. This may involve mentoring, facilitate student support and develop customised learning pathways.
- Apply CIT quality training and assessment systems encompassing the application of subject mapping, program review and improvement (PRI), moderation, industry validation, and the development of assessment tools, subject and teacher guides.
- Contribute to an inclusive high performing team through innovative practice, collaboration and teamwork.
- Develop quality learning resources and apply them in a range of training environments.
- Administer the operational requirements of the Apprenticeship System, User Choice and Registered Training Organisation (RTO) Standards as well as other industry and government regulations.
- Maintain and enhance relationships with industry and internal stakeholders to promote, support and inform Automotive programs. Support development and delivery of workforce development solutions to meet industry needs.
- Maintain vocational and industry currency through industry engagement and appropriate professional development activities including digital literacy as specified in Setting My Direction (performance management requirement).
- Market the college training programs to school, industry and community including but not restricted to, being actively involved with and attending information sessions, career forums and open days.
- Maintain accurate and compliant records of student activity and performance. Maintain and update student progress and other details on the institute's student information management system.



- Perform educational and administrative tasks and other incidental duties as directed by the Head of Department. Attend meetings within and outside the institute, college and department as required.
- Contribute to organisational culture through the promotion and modelling of CIT's cultural traits and the ACT Public Service values and signature behaviours.
- Ensure that students and clients practice required safety procedures in the learning environment according to the Work Health and Safety Act and industry best practice.
- *This position involves no 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

1. Demonstrated ability to provide quality learning experiences to a range of student cohorts including clear and timely feedback to students and strategies for improvement (this could include on the job training and mentoring).
2. Demonstrated experience with current and emerging practices, trends and challenges in the automotive sector.
3. Demonstrated ability to work effectively as a team member, with minimum supervision utilising well developed interpersonal and communication skills.
4. Proven ability in the use of computer-based management information systems.

BEHAVIOURAL CAPABILITIES

1. Ensure all interactions of the department are consistent with the CIT cultural traits, 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.
2. Capability to apply CIT policies and principles in relation to VET, RTO Standards, and other educational standards.
3. Demonstrated capability to effectively engage in a continuous improvement process
4. Create 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](#).
- 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.
- Certificate III in the following but not limited to:
 - Certificate III in Automotive Body Repair Technology AUR32120 or equivalent

DESIRABLE

- Knowledge of the Australian Apprenticeship System
- Any OEM (Original Equipment Manufacturer) Training
- High Level Computer Literacy