



**THE SCOUT ASSOCIATION OF AUSTRALIA
QUEENSLAND BRANCH INC.**

DUTY STATEMENT

TITLE OF POSITION	Branch Commissioner (Vocational Education and Training)
PERSON TO WHOM RESPONSIBLE	Deputy Chief Commissioner (Adults in Scouting)
LIAISON PERSONNEL	Chief Commissioner Branch Commissioner (Adult Training and Development) Branch Commissioner (Adventurous Activities) Training Administration Officer National Commissioner (Adult Training and Development) Trainers and Assessors

FUNCTIONS	<ol style="list-style-type: none">1. To advise the Deputy Chief Commissioner (Adults in Scouting) on all matters affecting Vocational Education training in accordance with SAIT RTO standards.2. To monitor compliance and the successful completion of Certificate II, III, IV and Diplomas.3. To assist the Training Administration Officer in the coordination of the Learning Management System.4. To provide support and leadership to the Branch Commissioner (Adult Training and Development), Trainees and Assessors.
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DUTIES	<ol style="list-style-type: none">1. Compliance and quality improvement (VET documentation in accordance with SAIT RTO standards).2. Facilitating continuous improvement processes.3. Monitoring of student compliance and successful completion of programs (Certificate II, III, IV and Diploma).4. Undertake all recognition of prior/current competence in liaison with Branch Commissioner (Adult Training and Development) and Branch Commissioner (Adventurous Activities).5. Assist the Training Administration Officer in the coordination of the Learning Management System.6. Work effectively with the Branch Commissioners attached to the Adults in Scouting portfolio.7. Any other duties requested by and in support of the Deputy Chief Commissioner (Adults in Scouting) or Chief Commissioner.
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CRITERIA

1. Experience in Scouting in both youth and adult sections.
 2. Hold a Wood Badge and TAE40110 – Cert IV in Training and Assessment or higher.
 3. Demonstrated competence in compliance and quality improvement (VET).
 4. VET qualifications and or training experience desirable.
 5. Qualified senior trainer and educator or relevant experience.
 6. Strong planning and implementation skills.
 7. Project oriented and goal driven.
 8. Empathetic, with complex problem solving skills at and advanced level.
 9. Strong communicator (verbal and written) with the ability to use electronic communication means.
 10. Customer Service orientation.
 11. Flexibility in approach and an ability to work under pressure.
 12. Demonstrated leadership at a Commissioner level desirable.
 13. Dedicated and committed to the outcomes of Scouts Queensland and the Leaders and Youth it serves.
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