



# Wisdom Facilitator – Diploma of Project Management

**Location:** Canberra  
**Position:** Facilitator  
**Reports to:** CEO / General Manager

## Why work for Wisdom?

We believe in the power of learning. We prize the opportunity to build our clients' organisational and individual capabilities and take pride in helping people realise their potential.

Our programs are as diverse as our clients. We have public, private and not-for-profit clients in almost every sector of our economy including professional services, national security, law enforcement, aged care, health, education, science, infrastructure, building and construction, tourism and hospitality.

Our training is recognised as being engaging, challenging and inspiring. Our team of expert learning and development professionals has deep experience, a passion for adult education, and a desire to **share and promote best practice**.

Our business is one of Australia's top privately owned small RTOs. We have received 34 awards across the more than two decades we have been in business and have a 95% repeat business performance indicator, with 100% of employers agreeing that Wisdom's training was an effective investment.

## What we are looking for

Wisdom recruits people who have relevant industry experience, strong communication and interpersonal skills, and a commitment to Wisdom values:

**Professionalism** in everything we do, setting and maintaining high standards of service.

**Innovation** in developing creative solutions to meet our client's goals.

**Honesty** in providing advice and in all our services.

**Respect** for all people.

**Humility** in understanding our role with our clients and guiding us to continually learn and improve.

We are looking for expert and engaging facilitators who can design and deliver learning programs and products of the highest quality.

We are seeking Facilitators with qualifications and/or experience in Project Management.

Facilitators may be responsible for delivering qualification and non-qualification programs, individual workshops, integrated programs using client documentation and policies on topics relating to project management.

Facilitators with experience across a range of industries in government, non-government and not for profit organisations are encouraged to apply.

## Essential

The ideal candidate will:

1. Hold the TAE40116 Certificate IV in Training and Assessment and the BSB50820 Diploma of Project Management
2. Have significant real-world experience as a project manager
3. Be able to facilitate quality learning experiences that achieve planned clients' business outcomes and ensure the quality of customer experience
4. Provide accredited training services to Wisdom clients (learners) including facilitation and assessment ensuring all Wisdom's quality standards, processes, policies and practices are consistently applied
5. Develop and maintain client relationships
6. Contribute to the design of learning products and develop outputs of learning products and services aligned to client requirements and to Wisdom's standards
7. Manage and complete Wisdom work using work in Wisdom's IT Systems
8. Meet agreed Wisdom project performance targets of quality, timeliness and cost/price
9. Maintain and record a high level of professional skills and knowledge including relevant industry currency, contemporary facilitation and assessment skills together with good knowledge of the VET sector
10. Apply the Wisdom values of Professionalism, Respect, Honesty, Innovation and Humility.

## Desirable

- The ability to hold and maintain an AGSVA Security Clearance