

Position Description



Position Title	Principal Training Adviser
Position No	00086605
Delegation Level	005
Job Designation	Principal Adviser
Organisational Unit	Training Advisory Training and Development
Work Centre	Brisbane
Position Type	Permanent
Rail Safety Worker	No
Medical Fitness Standard	Refer to relevant business instructions.
Performance Plan Type	
Shiftworker	No
Classification (Range)	AS7 .1 - AS7 .4
Pay Scale Type	ASPT
Reports to Position	Manager Training Advisory

QUEENSLAND RAIL VALUES:

- 1 Queensland Rail - We do better together
- Treat others with respect - We appreciate everyone's contributions and differences
- Empower our people - We have confidence in our people
- Act Safely - We work safe, to go home safe
- Make a positive difference - We learn from today, to improve tomorrow

Position Purpose

Partner with business leaders and training teams to provide training and development advisory service, alignment of training and development activities, and identification of capability and competency requirements through provision of training needs analysis support and services. Support and drive the implementation of the Training and Development Strategy and provide professional guidance to support the achievement of business objectives.

Position Responsibilities

1. Support business leaders to identify Training and Development design, development and delivery requirements including the planning and prioritisation of training and development initiatives.
2. Manage key stakeholders to integrate and prioritise their needs, whilst assisting the Manager Training Advisory in creating links between the business and the corporate centre Training and Development function and operationally based training teams.
3. Provide expert advice to influence the development of modern, high-quality training solutions, that complement existing policies and procedures, to support Queensland Rail in delivering on its legislative, regulatory and enterprise requirements.
4. Support the development, implementation and maintenance of the enterprise-wide training and development strategy as part of the wider training and development community.
5. Lead the integration of agreed learning project training outputs, by partnering with nominated Lines of Business (LoB) and Corporate Centres to understand business operations to aid in the forecasting and development of sustainable delivery plans and transition into business-as-usual processes.
6. Provide business wide support and advice in the identification of

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training needs and training solutions through the implementation of training and development business briefs.

7. Collaborate with other areas of the training and development function to broker the most appropriate solutions to Training and Development issues within the different client functions.
8. Actively participate in specialist People, Safety and Sustainability and Training and Development tasks/projects as required.

Additional Factors

The appointee will be required to :-

- Comply with Queensland Rail's Code of Conduct;
- Observe all legal and safety obligations of the organisation;

What is the key selection criteria

1. Extensive knowledge of contemporary Adult Learning and Vocational Education strategies, frameworks and theories, and their application within operating environment.
2. High level of knowledge and skill in the identification of competency requirements through the development of training needs analysis
3. High level of skill in analysis, designing and implementation of training and development strategies, programs and processes to support the achievement of business outcomes.
4. High level of skill in brokering training and development services and implementing training and development frameworks, programs and policies across a large and complex organisation.
5. High level of interpersonal communication, consultation, negotiation skills within a diverse organisation to build and sustain productive working relationships with all levels of internal and external stakeholders.
6. Knowledge of and willingness to commit to and work within Queensland Rail's Values.

Pre-employment Checks:

Not Applicable

Mandatory Qualifications (If not already held, I will gain these when in position)

- 40007588 Wunya Induction
- 40001627 Building Emergency Procedures

Enterprise Qualifications (If not already held, I will gain these when in position)

- 40009601 Code of Conduct Refresher
- 40013480 Fraud Awareness Induction
- 40006537 Rail Safety Awareness

Health, Safety and Environment Responsibilities

Comply with the overarching document called Health, Safety and Environment Responsibilities MD-11-6843 located in the Safety and Environment Management System.

Personal Protective Equipment needs:

Refer to relevant business instructions.

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Safety Publications

Refer to relevant business instructions.

Please Note:

Queensland Rail has a random alcohol and other drug testing program.

Testing can occur anywhere, at any time, on any day.