

Position Description



Position Title	Senior Manager Training & Development
Position No	00086603
Delegation Level	003
Job Designation	Manager
Organisational Unit	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)	Contract
Pay Scale Type	Contract
Reports to Position	Grp Executive People, Safety & Sustain

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

To provide a single point of accountability for strategy and management of enterprise training and workforce development activities. The role must ensure key learning projects achieve strategic and operational objectives, improve workforce competence and safety and comply with legislative, organisational and contractual obligations.

Position Responsibilities

1. Participate as a member of the People Safety and Sustainability leadership team to provide enterprise, Line of Business and localised advice on workforce competency and capability development, technical, operational and safety training and development, early careers development and training systems and support issues.
2. Develop a training and development approach that strongly positions Queensland Rail as a leader in the railway industry by focussing on stakeholder engagement, financial and commercial management and leadership.
3. Lead the development of Queensland Rail's enterprise-level approach to workforce competency and capability development in line with regulatory requirements and industry best practice, overseeing the design and implementation of supporting frameworks, reporting and systems, including relevant accreditations.
4. Lead and manage the establishment and implementation of workforce competency and capability development governance and assurance blueprints, frameworks and policies through a risk based and innovative approach that drives the overall Queensland Rail training and development strategy. Ensure that these practices are reflective of industry best-practice and support the needs of Queensland Rail.
5. Provide capability development and training technical direction and advice to relevant internal and external training and development committees, national training industry bodies and national rail

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industry committees to ensure Queensland Rail's interests are represented.

6. Develop, implement and provide assurance of relevant training and development documents ensuring they are legislatively compliant, manage risk so far as is reasonably practicable, are up to date, consider business operations and are accessible to relevant staff and third parties.
7. Lead the creation of a performance culture within the training and development function that reflects a high level of customer service, teamwork and collaboration to build awareness and capability to manage workforce development practices across the organisation.
8. Foster an engaged safety-focused team by creating a performance culture that reflects a high level of customer service, teamwork and collaboration to build awareness and capability of safety, assurance and governance across the organisation.
9. Build and maintain collaborative relationships and business alliances with key internal and external stakeholders to facilitate positive end-to-end customer experience and ensure that training and development activities reflect the wider strategic priorities of Queensland Rail.
10. Manage stakeholders effectively, including Queensland RAILS executive and leadership teams, training and development teams and external partners to ensure collaboration and compliance with relevant bodies.

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. High level of skill in strategic leadership, thinking and management skills to deliver workforce competency and development outcomes within an industrially complex operational and customer oriented environment.
2. High level of skill in identifying and implementing initiatives and strategies to improve operational performance, safety and productivity.
3. Extensive knowledge of workforce development and related policies, procedures, systems and associated legislative and regulatory requirements applicable to a heavily regulated operational environment.
4. High level of negotiation, interpersonal, oral and written communication skills.
5. High level of project management skills including change management and stakeholder management in a work environment undergoing significant organisational change.
6. High level of conceptual, analytical and problem solving skills to respond to the changing business needs.
7. Knowledge of and willingness to commit to and work within Queensland Rail's Values and Behaviours.

Pre-employment Checks:

Not Applicable

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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
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.

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.