

# Position Description



Position Title	<b>Senior Training Adviser</b>
Position No	00087339
Delegation Level	005
Job Designation	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	Team Member/Tech Prof
Shiftworker	No
Classification (Range)	AS6 .1 - AS6 .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**

Work within a team to support the Training Advisory team in partnering with business leaders and training teams to provide training and development advisory service, alignment of training and development activities, identification of capability and competency requirements through provision of training needs analysis support and services.

## **Position Responsibilities**

1. Provide training and development expertise to influence best-practice learning approaches appropriate in an operational environment.
2. Participate as a member of the Training Advisory team to provide advice and support in the implementation and maintenance of the enterprise-wide training and development strategy as part of the wider training and development community.
3. Provide advice and support to business leaders to identify training and development design, development and delivery requirements including the planning and prioritisation of training and development initiatives.
4. Ensure application of continuous improvement processes, quality management principles and processes to learning projects, solutions, products and delivery.
5. Maintain a sound level of knowledge of best practice in adult and vocational learning practices, learning optimisation initiatives and processes.
6. Work within the team to deliver effective learning solutions and RTO advice through the review, design and development process that includes learning needs analysis, product design, development, implementation and evaluation.
7. Provide project management and training and assessment advice that contributes to the maintenance of critical learning and assessment

# Position Description



- products, tracked via the enterprise training and development plans.
8. Provide advice on large projects relating to the implementation of training and development solutions, to ensure that identified outcomes and timelines are met.
  9. Implement the identification and continuous improvement of learning processes, procedures, templates and tools in line with organisational frameworks and requirements.
  10. 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;
- Travel intrastate and interstate as required;
- Operate in a reasonably autonomous manner within policies and procedures;
- Attend further training as required and Work outside normal hours as required.

## What is the key selection criteria

1. High level of skill in the application of training methodologies in the review and development of learning solutions.
2. High level of organisation, project and time management skills, including dealing with conflicting priorities, maintaining workflows to deliver and achieve outcomes, meeting deadlines, exercising professional judgement in a constructive manner and the ability to contribute effectively both individually and as a member of a team.
3. High level of interpersonal and written communication skills including consultation, influencing, facilitation and negotiation in order to establish and maintain effective and positive relationships with internal and external stakeholders.
4. Substantial 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. Substantial level of knowledge and skill in working within the Australian Quality Framework, National Training Packages, training legislation and enterprise requirements within an enterprise RTO context.
6. Substantial level of skill in working autonomously within a team environment and pro-actively contributing to a high performing team.
7. Knowledge of and willingness to commit to and work within Queensland Rail's Values and Behaviours.

## 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

# Position Description



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.