

Position Description



Position Title	Senior Training Planner & Scheduler
Position No	00076151
Delegation Level	006
Job Designation	Team Leader
Organisational Unit	Career Pathways & Training Integration 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 Leader
Shiftworker	No
Classification (Range)	AS6 .1 - AS6 .4
Pay Scale Type	ASPT
Reports to Position	Principal Advr Dev Pways & Integration

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

Lead a team to develop and maintain an enterprise training plan, including proactively ensuring enterprise training and development activities are available via the Learning Management System for identified courses. Includes class scheduling, recording and reporting of courses in scope, whilst incorporating bespoke training queries and Business Unit training requirements into the enterprise training plan where required. This role is responsible for External Training Vendor stakeholder management, along with ensuring scheduled training is effective, efficient and aligned to operational requirements.

Position Responsibilities

1. Lead a team to establish and manage proactive training planning of externally delivered courses via an enterprise training plan, including associated administration to ensure provision of effective and efficient services aligned to stakeholder and regulatory requirements.
2. Ensure training records aligned to the enterprise training plan are accurately captured and maintained in the Learning Management System and Records Management System to ensure integrity of the data, accuracy of the records and compliance with company, regulatory and legislative requirements.
3. Establish, lead and manage contractual arrangements of external training providers that are providing training and development activities aligned to the enterprise training plan.
4. Ensure all enquiries are addressed in an efficient and timely manner.
5. Lead the development and maintenance of yearly and longer-term enterprise training plans and schedules to ensure required learning activities are scheduled in a timely, efficient manner, and are visible to respective stakeholders.

Position Description



6. Provide expert advice and guidance to leaders and key stakeholders regarding processes and procedures to support effective training planning and scheduling.
7. Lead continuous improvement initiatives to ensure that training planning, scheduling, recording and reporting is efficient, timely and meets business expectations.
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. High level planning, scheduling and organisational skills ensuring effective coordination of learning activities and events and alignment to technical, corporate, business and governance frameworks.
2. High level of skill in team leadership and management with the ability to build, develop and maintain high performing teams.
3. High level of skill in collaborating and partnering with business leaders and other key stakeholders to define inputs, outputs and overall requirements to build effective enterprise learning plans and schedules.
4. High level analytical, problem solving and decision-making skills to proactively identify and implement creative and effective solutions to achieve positive business outcomes.
5. High level of knowledge and skill in the management of contracts and external stakeholders in accordance with contract management policies and procedures.
6. 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
- 40010410 Safety Comes First Always Workshop
- 40009729 Delivering a Pre-Start Briefing Network

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.

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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.