

# Position Description



Position Title	<b>Training Planner &amp; Scheduler</b>
Position No	00087343
Delegation Level	004
Job Designation	Planner
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 Member - PPR
Shiftworker	No
Classification (Range)	AS4 .1 - AS4 .4
Pay Scale Type	ASPT
Reports to Position	Senior Training Planner & Scheduler

## 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

Provide centralised enterprise training scheduling and administrative support for setting up training and development activities in the LMS and relevant systems including scheduling, recording and reporting, managing queries and systems access for users and coordinating Business Unit training and development scheduling.

## Position Responsibilities

1. Proactively liaise with key stakeholders to plan, schedule, record, complete RTO issuance and report on training.
2. Support the implementation and maintenance of the enterprise training calendar including the scheduling and administering of training courses and learning activities in the Learning Management System (LMS) and relevant planning tools.
3. Updating the Learning Management System and building training and development calendar in accordance with training scheduling tools.
4. Support the Training Systems and Support team in the establishment and management of external training and development provider contracts aligned with the enterprise training calendar.
5. Provide input and make recommendations regarding the timing of learning events and develop 12-month training plans for identified customers and business areas.
6. Monitor adherence to the enterprise training plans, schedules and processes and address gaps or issues with relevant stakeholders.
7. Provide support, advice and guidance to the Training & Development team, schedulers and relevant business stakeholders regarding the planning and coordination processes for training, assessments and learning activities.
8. Update and maintain records in the LMS to ensure training and competency activities are accurate and reportable.

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9. Ensure all scheduling and learning systems enquiries are addressed appropriately.
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;

## **What is the key selection criteria**

1. High level of planning, administration and coordination skills.
2. High level of interpersonal, oral and written communication, with an ability to liaise confidently and comfortably with leaders, management teams and committees.
3. Extensive knowledge in LMS (or similar) to schedule and manage training activities.
4. High level of customer service skills.
5. High level of skill in developing learning schedules and plans.
6. Sound level of skill in proactively identifying opportunities for process improvement.
7. Sound level of knowledge and skill in applying competency-based learning frameworks.
8. 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
- 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.