

Position Description



Position Title	Training Governance Officer
Position No	00076466
Delegation Level	006
Job Designation	Officer
Organisational Unit	Training Frameworks & Governance Culture and Performance
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	Snr Adv Training Governance & Systems

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 data entry, analysis and timely learning systems advice, and support to assist with the management and maintenance of the enterprise learning systems. Monitor, report and act on end user processes ensuring learning content integrity, security and compliance with legislative reporting obligations. The role supports the development and implementation of processes, procedures, artefacts, tools and guides to support the business to self-serve information management activities. Support the Manager, Training Frameworks and Governance in the execution of actions relating to Risk Management activities, responsibilities to Learning Councils and related activities.

Position Responsibilities

1. Coordinate the ongoing support of Queensland Rail's learning systems ensuring the validity of workflow controls and associated processes in accordance with governance and security protocols.
2. Perform detailed analysis of Queensland Rail's enterprise learning systems and identify business improvement opportunities to ensure the delivery of effective and efficient integrated business solutions.
3. Provide direction and advice to approved business-based learning management system administrators regarding Queensland Rail's learning systems usage.
4. Administer the Queensland Rail learning management system according to standards, vocabularies, quality frameworks, policies and governance requirements.
5. Conduct audit and assurance activities associated with enrolments, issuance, and trainer/assessor rectifications, identify and investigate low level non-compliance issues and identify potential solutions.
6. Gather, review, analyse and input accurate data for RTO Quality

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Indicator reporting for the national regulator and ad hoc as required by other internal or external bodies.

7. Liaise with Queensland Rail's Trainers and Assessors and other external bodies on every day matters relating to the RTO Operational framework, student information system and reporting requirements.
8. Participate in, and contribute to the implementation of change strategies in Training and Development in Queensland Rail.
9. 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;
- Be available for inter and intrastate travel;
- Be required to work with little direct supervision and perform work outside normal working hours if required.

What is the key selection criteria

1. High level of skill in preparing routine/scheduled learning system reports.
2. High level of analytical skills and the ability to implement subsequent improvement strategies based off indicators.
3. Substantial level of technical capability and understanding of learning systems and associated technologies and development methodologies.
4. Substantial level of skill in providing system administration services within Learning Management and Student Management System environments.
5. Substantial level of skill in managing learning systems data access across a distributed network of administrators/users.
6. Substantial level of skill in problem solving and analytical skills within a learning systems context.
7. Substantial level of skill in providing coaching and mentoring to end users of learning management systems.
8. Knowledge of and willingness to commit to and work within Queensland Rail's Values and Behaviours.

Pre-employment Checks:

Not Applicable

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.