

Position Description



Position Title	Training Delivery Officer
Position No	00028396
Delegation Level	006
Job Designation	Training Delivery Officer
Organisational Unit	Rail Safety Training SEQ Safety Risk & Assurance
Work Centre	Brisbane
Position Type	Permanent
Rail Safety Worker	Yes
Medical Fitness Standard	NHS Cat 3 ATTP
Performance Plan Type	Team Member/Tech Prof
Shiftworker	No
Classification (Range)	AS4 .1 - AS4 .4
Pay Scale Type	ASPT
Reports to Position	Team Leader Rail Safety Training

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 prepare and undertake training, associated assessment (both classroom and field-based) and support activities in the areas of Rail Safety, to ensure Queensland Rail employees and contractors are safe and competent to perform their role. These activities will be compliant with legislative, regulatory or Enterprise requirements and in line with the Engineering Trades (ET and Civil Infrastructure (CI) Career and Development (CaD) framework to ensure employee career development and national competence is attained.

Position Responsibilities

1. Prepare and conduct formal and informal training and assessment activities in accordance with relevant and approved capability and ET & CI CaD frameworks and guidelines, relevant legislative, regulatory or Enterprise requirements, and/or personal development plans, where applicable.
2. Liaise with Training Schedulers regarding the scheduling and coordination of training activities and competency assessments.
3. If applicable, provide an ongoing support structure for Protection Officers and Designated Managers to improve the understanding and accurate application of the Safeworking training standards and guidelines and the Queensland Network Rules and Procedures.
4. Undertake LMS trainer and assessor data entry and maintain records of training and competency activities in relevant records management systems.
5. Support efficiency and effectiveness in learning practices by challenging traditional thinking and participating in the adoption of the 70:20:10 learning model and the application of contemporary learning solutions.
6. Build and maintain positive, effective relationships with managers

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and learners by supporting their workforce development requirements according to agreed ET & CI competencies.

7. Build and maintain a high level of proficiency in the delivery of traditional and contemporary learning methods through attendance at professional development events.
8. Maintain ATAA membership by ensuring industry currency in the delivery of all training and assessments.
9. Undertake other team support activities as required, where suitably competent and qualified assist the Technical Rail Training team with the delivery of assessments.

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 to 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 and capability in delivering effective learning solutions to achieve targeted learning outcomes that meet client needs, expectations and compliance requirements.
2. Extensive knowledge and understanding of the application of the Safeworking Training Specification and Protection Officer Training and Perpetual Accreditation Specification.
3. Substantial knowledge of Queensland Rail's current Network Rules and Procedures and the agreed Network ET/CI competency procedures.
4. Substantial knowledge of the Australian Quality Training Framework (AQTF), adult learning concepts and evaluation, and training processes relevant to vocational, post-compulsory education and training within an RTO.
5. Substantial level of interpersonal, written and oral communication customer service skills.
6. Substantial skills in PC based applications and relevant corporate databases and records management systems.
7. Sound level of administrative, planning and organisational skills with regard to the implementation of training and assessment plans.
8. Knowledge of and willingness to commit to and work within Queensland Rail's Values and Behaviours.

Pre-employment Checks:

Not Applicable

Pre-employment Qualifications:

What qualifications do I need to hold prior to applying for the position?:

20300281 Nat Drv Lic C (Qld A < 09.04.96)

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.