Position Description



Position Title	**RMC&O Training & Compliance Manager**
Position No	00065657
Delegation Level	005
Job Designation	RMC&O RM Product Strat & Plan Manager
Organisational Unit	SEQ Operations Training & Compliance SEQ Operations
Work Centre	Mayne
Position Type	Permanent
Rail Safety Worker	No
Medical Fitness Standard	Refer to relevant business instructions.
Performance Plan Type	Lead Others
Shiftworker	No
Classification (Range)	AS7 .1 - AS7 .4
Pay Scale Type	ASPT
Reports to Position	GM Rail Management Centre & Operations

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 the SEQ Training and Compliance function to develop, lead and co-ordinate the implementation of strategies and initiatives to ensure compliance and training requirements for SEQ Operations within Queensland Rail are achieved in accordance with legislative and corporate governance requirements, ensuring Queensland Rail maintains accreditation as a Rail Operator.

Provide leadership and direction to SEQ Operations business managers on Training and Compliance matters, ensuring staff are trained and capable of meeting all responsibilities and regulatory obligations of their roles and functions to respond to complex and sensitive operational matters and control risks for Queensland Rail.

Position Responsibilities

1. Develop and implement innovative training solutions and operational plans that meet regulatory compliance standards, and link RMC & Operations training requirements and resources with desired business and market outcomes; ensuring that the organisational and individuals training and capability needs are met.
2. Develop, implement, maintain and evaluate, effective and appropriate training and development strategies and solutions to maximise employee knowledge and skills.
3. Provide direction and support to the trainers within the RMC&O function and support audit activities on training and compliance requirements, fostering a culture of continuous improvement.
4. Manage a training budget, and development resources (products, equipment and services),effectively and cost efficiently to ensure agreed business objectives are achieved.



5. Develop and maintain audit tools that monitor and measure the effectiveness of the training function.
6. Provide strategic advice and recommendations to management on critical operational issues addressing Queensland Rail risks as well as reviewing and reforming work practices including the associated resource requirements to achieve best practice.
7. Maintain contemporary knowledge and/or source information on emerging issues within and outside the organisation relating to rail operations and Network Control.

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;
- Attend work outside normal business hours.

What is the key selection criteria

1. High level of skill at recognising, developing and implementing compliance and development training to meet both mandatory requirements and business capability goals.
2. Extensive knowledge of rail operations and the associated legislative and corporate governance requirements.
3. High level of skill in leading, planning, implementing and integrating operational strategies and initiatives to achieve best practice.
4. High level of project management skills including change management and stakeholder management in a work environment undergoing significant organisational change.
5. High level of interpersonal, consultation and negotiation skills to achieve business objectives.
6. 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.

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.