

# Position Description



Position Title	<b>Training and Development Officer</b>
Position No	00072884
Delegation Level	005
Job Designation	Training Officer
Organisational Unit	Training Train Service Delivery
Work Centre	Bowen Hills
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	Manager Train Service Delivery 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**

Ensure the business objectives of Train Service Delivery Training are met through training and non training solutions, flexibility and innovation.

## **Position Responsibilities**

1. Develop, prepare and deliver customer focused, commercially driven innovative training and development solutions.
2. Evaluate and audit training and assessment programs to deliver customer focused solutions to achieve the objectives of Train Service Delivery Training and to meet legislative compliance requirements.
3. Provide support and communicate with the Train Service Delivery Training Leadership team on any issues impacting on business or team performance, including implementing process improvement opportunities.
4. Establish and maintain close working relationships using a 'Client Relationship Approach' that keep Train Service Delivery Training informed including preparing reports and ensuring staff training and learning needs are met to achieve Train Service Delivery Training business objectives.
5. Monitor and maintain appropriate processes to ensure training records both electronic and hard copy are compliant. This includes ensuring all appropriate Governance Management Framework training related issues are met.
6. Prepare and maintain resources required for training and assessment programs and ensure latest versions of all manuals, educational products and relevant policy and process documentation are available for use in the resource library.

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## **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 skill in the preparation and delivery of customer focussed commercially driven training solutions.
2. High level of skill in assessing and evaluating training in accordance with recognised processes.
3. High interpersonal, written and oral communication skills.
4. Substantial level of skill in developing training solutions to meet client needs and expectations.
5. Substantial analytical and organisational skills.
6. Substantial skill in working autonomously within a team environment.
7. Knowledge of and willingness to commit to and work within QR'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
- 40008382 PCI DSS Cardholder Data Security
- 40001627 Building Emergency Procedures

## **Enterprise Qualifications (If not already held, I will gain these when in position)**

- 40009601 Code of Conduct Refresher
- 30000835 Local Induct
- 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.