

Position Description



Position Title	TSD Trning Delivery Resource Coordinator
Position No	00085516
Delegation Level	007
Job Designation	Coordinator
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)	AS5 .1 - AS5 .4
Pay Scale Type	ASPT
Reports to Position	TSD Training Delivery Manager

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

Partner with management, Team Leaders and Tutors to plan and co-ordinate training activities, in particular Route learning training plans and summative assessments to meet legislative and business requirements.

Position Responsibilities

1. Lead the development and management of Rail Traffic Crew training plans by supporting SMEs to ensure all regulatory, legislative and business requirements are met and achievable in the agreed timeframes.
2. Lead and manage the co-ordination of all HF train bookings required to meet business training requirements, including liaising with internal stakeholders.
3. Coordinate Rail Traffic Driver Summative assessments and ensure all training requirements are met whilst also complying with operational and logistical requirements.
4. Lead the monitoring and amendment of Route training plans to ensure business needs are met in accordance with relevant legislation, industrial agreements, WH&S obligations and all relevant Queensland Rail policies and procedures.
5. Support the Training Delivery Manager and Tutor Driver Team Leader to ensure Tutor resources are allocated to meet special events, maintenance programs and planned and unplanned service disruptions.
6. Undertake additional activities as requested to support the TSD Training Delivery Manager and TSD Training Team.

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. Extensive knowledge of Rail Traffic Crew requirements including enterprise agreements, business instructions, route knowledge, competence and their application in a large suburban rail network.
2. High level of skill in the development, monitoring, analysis and coordination of training plans to deliver business outcomes.
3. High level of administrative, planning and organisational skills with regard to the development and maintenance of training plans.
4. High level of skill in the use of Microsoft programs and Queensland Rail applications.
5. High level of interpersonal, negotiation, influencing, written and oral communication skills.
6. Substantial level of analytical, problem-solving and decision-making skills.
7. 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.