

# Position Description



Position Title	<b>Manager Training Frameworks &amp; Governance</b>
Position No	00070191
Delegation Level	004
Job Designation	Manager
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	Lead Others
Shiftworker	No
Classification (Range)	Contract
Pay Scale Type	Contract
Reports to Position	Senior Manager Training & Development

## 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 a team to develop and implement the Queensland Rail learning strategy including the training frameworks and governance, the learning measurement and reporting frameworks and support the delivery of the learning technology roadmap. The position will be accountable for the governance framework for Queensland Rail's Enterprise Registered Training Organisation, the Learning Operating Model, enterprise Learning Management System (LMS), Registered Training Organisation (RTO) student management system and learning data structures which will drive the continuation of Learning Operating Model initiatives.

## Position Responsibilities

1. Develop and implement an organisational training quality and governance framework that incorporates the policies, systems and processes for the effective measurement, monitoring and evaluation of performance, relative to compliance and return on investment.
2. Ensure maintenance of Queensland Rail's Enterprise RTO status and compliance with the national training regulator and VET Quality Framework, including providing lead representation at national and local RTO committees and forums.
3. Research and evaluate integrated end-to-end business solutions for the planning, delivery, monitoring and reporting of the organisations' RTO and VET Learning requirements.
4. Lead and develop project plans in line with the approved scope and budget for RTO and Training and Development initiatives, including continuous improvement, in partnership with all relevant stakeholders.
5. Provide management, team leadership, direction, and guidance in the delivery of a range of services related to the management of the VET learning function.



6. Liaise with internal and external stakeholders and provide subject matter expertise in the development, implementation and management of contracts to ensure the continued delivery of AQF aligned training and assessment services not available through the QR Enterprise RTO.
7. Manage the co-ordination of multiple RTO and Training and Development governance services and solutions and apply project management methodology to ensure quality outputs are delivered within agreed timeframes and to approved scope.
8. Establish and maintain learning systems governance, reporting, support of the enterprise Learning Management System (LMS) and reporting systems including the provision of RTO and LMS support to all business based administrators and users of the systems.
9. Ensure all training records across the business, including RTO student management system records are accurately captured and maintained in the centralised data base to ensure integrity of the system, accuracy of the records and reports and compliance with company, regulatory and legislative requirements.
10. 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;
- Travel intrastate, interstate or overseas as required;
- Operate in an autonomous manner within policy guidelines by exercising initiative and independent judgement;
- Be available for work outside of normal hours;
- Attend further training as necessary.

## **What is the key selection criteria**

1. High level of skill in leading an RTO and VET learning function in a complex organisation and in accordance with recognised best practice.
2. High level of skill in designing, developing and implementation of robust training governance frameworks, policies and procedures that underpin training and development in a large, complex organisational.
3. Extensive knowledge of contemporary competency and capability development programs used in a multi disciplinary training function.
4. High level project management, people management and planning and organisational skills to ensure effective team leadership and management, stakeholder management and the ability to effectively manage change.
5. High level of interpersonal communication, consultation and negotiation skills that build and sustain productive relationships and partnerships both within and outside of Queensland Rail.
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.

# Position Description



## **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.