

Position Description



Position Title	Training Delivery Officer
Position No	00056097
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 - PPR
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)

Mandatory Qualifications (If not already held, I will gain these when in position)

- 40007588 Wunya Induction
- 30000912 Communications (QNRP)
- 30000910 Lookout Working (QNRP)
- 40011795 PO 12mth Monitoring
- 40011794 Protection Officer (QNRP)
- 40008128 RCPO 12mth Monitoring

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30000966	Rail Corridor Protection Officer (QNRP)
30000908	Safely Access the Rail Corridor (QNRP)
40006426	Apply Fatigue Management Strategies
40001627	Building Emergency Procedures
40003802	Provide CPR 12 Mths
40003803	Provide First Aid
40010410	Safety Comes First Always Workshop
40009729	Delivering a Pre-Start Briefing Network
40008876	Working in the Electrified Territory
40008657	NHS Cat 3 ATTP
40011268	G_TAE Cert IV Training & Assessment
40009807	G_Working Safely in the Construction Ind

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

40009601	Code of Conduct Refresher
40013480	Fraud Awareness Induction

Work Group Qualifications (If not already held, I will gain these when in position)

30000920	Clipping Points (QNRP)
40011861	Clipping Points 12mth Monitoring
30000918	Infield Protection (QNRP)
40011862	Infield Protection 12mth Monitoring
40012151	Manage Multiple Worksites (QNRP)
40012178	Manage Multiple Wrk 12mth Monitoring
40012152	Manage Rail Traffic (QNRP)
40012181	Manage Rail Traffic 12mth Monitoring
40011863	Railway Track Sig 12mth Monitoring
30000914	Railway Track Signals (QNRP)
30000922	Temporary Speed Restrictions (QNRP)

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.