

Position Description



Position Title	Training Coordinator
Position No	00082910
Delegation Level	005
Job Designation	Coordinator
Organisational Unit	ETCS Alliance (Embedded) Cross River Rail Program
Work Centre	Brisbane
Position Type	Temporary
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	ETCS Transition to Operations 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

To oversee training compliance of the ETCS business integration function to its legislative and/or project requirements to develop and implement appropriate initiatives and associated training requirements.

Position Responsibilities

1. Coordinate the development and implementation of Training Strategy and Plan for the ETCS business integration function.
2. Develop and conduct formal training programs as required, to meet project and individual needs.
3. Develop formal assessments on training requirement plans to measure whether it meets the needs of the project and update records to ensure planning and activities are up-to-date for project outcomes to be delivered.
4. Develop programs that provide training on project deliverables and identify skills gaps that assist with coordinating ETCS Training Needs Analysis and required training packages.
5. Review training compliance and provide regular reports on progress and updates to the managers and leadership team to ensure all stakeholders are up to date with training activities.
6. Coordinate with external stakeholders, accreditation and/or recognition of qualifications of relevant training programs where relevant negotiating arrangements and developing a plan for implementation.

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;

Position Description



What is the key selection criteria

1. High level of skill in researching, developing and writing operational safety documentation.
2. High level of skill in oral and written communication.
3. Extensive knowledge of train operations environments and safety related governance frameworks in particular safeworking principles, methods and procedures.
4. Substantial knowledge of risks relating to operational safety.
5. Substantial knowledge of project management, risk management and stakeholder management.
6. Substantial knowledge in training, development and assessment.
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.