



Our Purpose

To provide safe, customer-focussed, integrated and efficient transport services.

Position Title

Safeworking Trainer

Level

4

Position Number

34879, 34881

Division/Directorate

People & Organisational Development

Branch/Section

Learning & Development

Effective Date

December 2015

Health Task Risk Assessment Category

5

Reporting relationships

Superordinate: Learning & Development Manager, Level 7

Subordinates: No Direct Reports

Key role of this position

Responsible for the planning, delivery and evaluation of safeworking and other training for the Public Transport Authority (PTA). Undertakes research and analysis of learning and development programs and reports on outcomes and recommendations for changes.

Core duties and responsibilities

Learning & Development

- Coordinates learning and assessment activities (including inductions) as directed by the Learning & Development Manager.
- Provides advice and support to stakeholders in relation to learning and development matters.
- Liaises with internal and external stakeholders regarding the development of learning resources and training programs.
- Undertakes training needs analysis as required.
- Delivers, evaluates and reviews learning and development programs.
- Develops training and assessment evaluation strategies and tools.
- Conducts evaluation/research regarding currency, relevancy and accuracy of learning and development programs, reports outcomes and makes recommendations for change.
- Participates in the development and review of learning and development policies, procedures and processes for ensuring quality learning and development outcomes for the Public Transport Authority (PTA).



- Identifies and recommends continuous improvement measures relevant to the PTA's Learning & Development function.
- Liaises with external training providers where required.

Administration

- Prepares briefs, reports and other written documentation as required.
- Ensures all data and records are maintained to required standards.

Other

- Participates in short and long-term project activities as required.
- Contributes to business and operational plans for the Learning & Development Branch.
- Represents the PTA on relevant training committees, forums and panels, as required.
- Undertakes other duties as required/directed.

Essential Work Related Requirements

1. Job Specific

- Relevant experience in the coordination and delivery of safe working training, preferably in a rail industry including:
 - Possession of a Certificate IV in Training and Assessment
 - Demonstrated planning, delivery and evaluation of learning and development programs in an adult learning environment
 - Sound knowledge of compliance requirements and standards associated with the management of Registered Training Organisation (RTO) responsibilities
 - Ability to research and undertake projects and business improvements relevant to learning and development.

2. Communication and Interpersonal

- Well developed interpersonal and communication skills (verbal and written), including the ability to liaise and influence stakeholders and to effectively negotiate and deal with conflict.
- Ability to write clear and succinct reports, memos, and other correspondence.
- Build and maintain positive relationships with staff, clients and stakeholders.

3. Conceptual, Analytical and problem Solving

- Well developed research, analytical, evaluation and problem-solving skills.

4. Organisation

- Well developed organisational, project and contract management skills, including a demonstrated ability to work independently and manage projects and contracts to achieve agreed goals and objectives.

5. Computer Literacy

- Highly developed in the use of technology, including MS Word, PowerPoint and Excel.

Special Appointment Requirements

- Satisfactory completion of required medical examinations to verify physical fitness to perform the duties of the position.
- Provision of a current National Police Clearance certificate, dated 3 months or less from the date of application for the position.
- Ability to work early mornings and late evenings as required, to assist with the facilitation of training courses.



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Certification

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Managing Director / Executive Director / General Manager

.....
Signature

.....
Date

Employee

I have read and accept the responsibilities of the Job Description Form.

The position's duties are to be performed in accordance with the PTA's Code of Conduct and the PTA's Values.

.....
Signature

.....
Date



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