



SECTION 1 - POSITION IDENTIFICATION

Title:	Training Support Officer
Classification:	Level 3
Award:	Public Service and Government Officers General Agreement

SECTION 2 – REPORTING RELATIONSHIPS

UNIT	UNIT MANAGER	CLASSIFICATION
	Director General	



Division: Public Health	Assistant Director General	SMP 16-24
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Directorate: Office of the Chief Health Officer	Director	SMP 16-24
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Branch: Disaster Preparedness and Management	Assistant Director	PSO Level 8
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Branch: Disaster Preparedness and Management	Training and Development Coordinator	PSO Level 6
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Section:	THIS POSITION	
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Positions under direct supervision and control:

<u>Position No</u>	<u>Title</u>	<u>Classification</u>

SECTION 3 - KEY RESPONSIBILITIES

State BRIEFLY the key responsibilities or prime function of the position. Refer to definitions of terms to ensure the correct meaning of verbs frequently used eg. Controls, Maintains, etc.

Coordinates the organisation of specified education courses to be provided to WA Health & other personnel. Provides administrative support for the DPMU training and exercise program. Maintains relevant databases and Training and Development area of the DPMU website. Manages the Emergo Train System kits procured by DPMU.

TITLE Training Support Officer	CLASSIFICATION Level 3	POSITION NO. 00001889
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SECTION 4 - STATEMENT OF DUTIES

Employees are required to undertake all duties and responsibilities in accordance with Department of Health WA Code of Conduct, Policies/Procedures and relevant legislation.

BRIEF SUMMARY OF DUTIES TO BE PERFORMED LISTED IN DESCENDING ORDER OF IMPORTANCE

Duty No	Duties
1.	Coordinates the organisation of specified disaster management education courses including database management, panelling, speakers, venue preparation, catering, collation and distribution of pre reading packages and course information, and administrative facilitation at the course.
2.	Receives, processes, and completes analysis of collated information from evaluation surveys, and develops reports and recommendations for all DPMU education courses.
3	Manages the Emergo Train System kits procured by DPMU, including the coordination of loan agreements.
4	Maintains effective liaison and communication with health personnel, the public, community groups, and other key stakeholders.
5	Provides administrative support to Training Development Coordinator
6.	Maintains the Training and Development area of the DPMU website and assists with maintenance of the website in general.
7	Participates in internal and external meetings and workshops as required.
8	Performs other duties as directed

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SECTION 5 - SELECTION CRITERIA

Applicants should demonstrate their capacity to meet the following criteria which should be read in conjunction with the specific responsibilities of this role.

ESSENTIAL

1. Demonstrated project management and coordination skills including the ability to plan, prioritise, meet deadlines and manage multiple tasks.
2. Good written communication skills including the ability to collate information, prepare summaries and generate appropriate reports.
3. Good verbal communication skills including the ability to develop positive relationships with internal and external stakeholders.
4. Competency in a range of personal computer software packages (e.g. Word, Excel, PowerPoint, and Database Management).
5. Demonstrated ability to work in a team environment with minimal supervision.

DESIRABLE

1. Tertiary qualifications in a relevant discipline.
2. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health.
3. Knowledge of WA emergency management arrangements.

APPOINTMENT CRITERIA

1. Ability to undertake rural and remote travel.

SECTION 6 - APPOINTMENT FACTORS

- Successful 100 point Identification check.
- Successful Criminal Record Screening clearance.
- Successful Pre-Employment Integrity check.

Location	East Perth	Accommodation	Nil
Allowances	Nil	Specialised Equipment Operated	Nil

SECTION 7 – CERTIFICATION

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

BRANCH/DIVISION HEAD

DIRECTOR GENERAL

SIGNATURE

SIGNATURE

DATE

DATE

As occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

Name	Signature	Date Appointed	Date