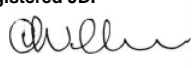


Job Description Form

1. Position Details

Position Title Regional Training Officer (East Kimberley)			Position Number DBCA3123852
Level/Grade AWU Level 5	Specified Calling N/A	Agreement AWU (WA Public Sector) GA 2017	Effective Date August 2018
Division Regional and Fire Management Services		Branch Fire Management Services Branch	
Section Operational Training Unit		Location Kununurra, or other location by negotiation	

2. Reporting Relationships

Position Title Regional Operations Training Coordinator Level/Grade Level 6	Department of Biodiversity, Conservation and Attractions Registered JDF HR Officer:  06-Sep-2018
↑	
Responsible to	Other offices reporting directly to this office
Position Title Coordinator CLM Training Level/Grade Level 5	← Position title 3 x Regional Training Officer Level / Grade AWU Level 5
↑	
Responsible to	
This position	
↑	
Officers under <i>direct</i> responsibility	
Position Title Nil	Level/Grade Approx. no. FTEs supervised

3. Role and Scope

This is a brief outline of the key responsibilities and scope. Scope may include the level of guidance under which the job operates, range of assignments, and influence on results for the work function or program:

Under the direction of the Coordinator CLM Training:

- Participates in the coordination, development, implementation and assessment of operational training programs for Conservation Employees, Mentored and Aboriginal Training and Employment Scheme employees and salaried staff and contractors where appropriate, across the division, but with a particular focus on the East Kimberley.
- Maintains operational training records of competency for individual employee development, including the recognition of prior learning where appropriate, particularly in the East Kimberley.

Individuals undertake their duties and responsibilities in accordance with the department's [Code of Conduct](#), policies and procedures, and relevant Government legislation.

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4. Responsibilities of the Position and Broad Outline of Duties

The proportion of time likely to be spent on each function or duty may, if appropriate, be indicated as a percentage (%).

Under the direction of the Coordinator CLM Training:

Conservation Employee Operational and Career Development Training (60%)

1. Participates in the coordination, development, implementation and assessment of operational training programs for Conservation Employees (CE), Mentored and Aboriginal Training and Employment Scheme (MATES) employees and salaried staff and contractors where appropriate, across the division, but with a particular focus on the East Kimberley.
2. Employs a consultative approach with key stakeholders to facilitate the identification, development, implementation and quality assurance of operational training and career development opportunities.
3. Coordinates for CE, MATES employees, and salaried staff and contractors where appropriate, the development and implementation of operational training programs to meet organisational priorities including the:
 - identification of training gaps;
 - development of training plans;
 - facilitation of training requirements;
 - recognition of prior learning; and
 - management of training records.
4. Conducts or participates in Performance and Development Planning and review meetings to assist in the identification of training needs for CE and MATES employees, as required.
5. Maintains a consistent standard of implementation of career development across the division, with a particular focus on the East Kimberley.
6. Plans, advises and organises training to support agreed conservation and fire management learning objectives in consultation with their immediate supervisor.
7. Undertakes the keeping of competency records and implementation of progression programs for individual employee development, including the recognition of prior learning where appropriate.

In undertaking this role, the following generic duties also apply (40%):

Personnel and Training

8. Provides specialist training and mentoring across the division, with a particular focus on operational training (conservation and fire management) within the East Kimberley.
9. Supervises, organises and assesses the training delivery to achieve and improve performance through coaching / mentoring, training and undertaking performance reviews.

Planning, Administration and Quality Control

10. Undertakes all administrative functions required of the role.
11. Engages in annual operational planning in line with the conservation and fire training program across the agency.
12. Takes responsibility for personal outputs and reviews group outputs.
13. Develops strategies for improvement for the delivery of operational training and seeks implementation through consultation achieving cost effective outcomes within best management practice for the program.

Client Service

14. Negotiates acceptable outcomes for program delivery with district and regional management, as appropriate.
15. Undertakes travel throughout the division, but ordinarily within the East Kimberley to deliver the operational training program, as required.

Ethics and Compliance

16. Ensures records are maintained and reports are prepared in accordance with departmental and program standards.
17. Complies with relevant legislation, regulatory requirements, corporate policy and ethical standards.

Occupational Health and Safety

18. Responsible for personal safety and cooperates in the carrying out of employee responsibilities as defined in the *Occupational Safety and Health Act 1984*.
19. Provides an overarching role in ensuring safety is adhered to and processes and procedures are reviewed and improved on a regular basis, having regard for *Occupational Safety and Health Act 1984*, public liability, departmental risk factors and relevant Acts and regulations.

Fire

20. Maintains competence in, and participates in emergency management, including rostering for fire suppression duties outside normal hours of work.
21. Participates in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training and level of experience.

Other

22. Participates in emergency incident rosters and responses which may be related to bushfires, search and rescue, or wildlife, as appropriate, and as directed by Manager, Fire Management Services Branch.
23. Carries out other duties as directed.

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5. Selection Criteria

In the context of the duties and responsibilities of the position, the following selection criteria apply.

All criteria are essential unless specified otherwise.

Applicants should address the following three criteria. These should be addressed in no more than three pages in total.

1. Demonstrated experience in the supervision of others, prioritising work, identifying training needs and conducting training as appropriate, and ensuring competence and best practice quality control measures are achieved.
2. Proven knowledge and experience in managing projects and programs designed to identify and resolve training needs, recognise prior learning and facilitate the delivery of appropriate training.
3. Ability to negotiate with training providers, to facilitate the delivery of training and design and deliver specialist training to meet identified operational need.

The following essential criteria will be assessed at some stage during the selection process. Desirable criteria will be assessed as required:

4. Sound oral communications and interpersonal skills and a proven ability to work with internal and external stakeholders to achieve positive outcomes.
5. Sound writing skills including the proven ability to produce reports and programs and use of computer skills relevant to the requirements of the job.
6. Certificate IV in Training and Assessment and Certificate IV in Conservation and Land Management or willing and able to acquire it.
7. Proven ability to undertake roles in prescribed burning, and incident and fire management activities.
8. Physically fit for "on the ground" operational fire work and be able to pass the departmental fire fitness test and be available for fire service consistent with the AWU (WA Public Sector) Award and any prevailing industrial agreements, plus ongoing willingness and ability to participate in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training and level of experience.
9. Willing and able to undertake travel throughout the State.
10. Understanding of occupational, health and safety and equity and diversity principles and practices.
11. Current 'C' Class Drivers Licence

Values

In all of our work we will act with the highest *Integrity* and be *Open, Accountable, Creative, Responsive, Innovative, Outcome-focused* and *Collaborative*. For the purposes of this recruitment process, behaviour that reflects the values indicated below (as **Essential** and/or **Desirable**) are included as selection criteria for this position.

Essential:

Open, Accountable, Responsive, Outcome-focused, Collaborative, Integrity.

Information on whether appointment to this position is subject to a satisfactory Working With Children or National Police check is included in Section 6 of this form.

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6. Other

Position Status Does the position form part of the permanent structure?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Full Time Equivalent (FTE) Full time hours = 1 FTE. Write part time hours as a proportion of 1 e.g. 0.6 FTE if 3 days per week i.e. 60% of full time hours.	1		
Allowances and Special Conditions Applicable allowances and special conditions are checked with an 'x' in the appropriate box.	<input checked="" type="checkbox"/> District Allowance	<input type="checkbox"/> North West Leave	
	<input checked="" type="checkbox"/> Air Conditioning	<input type="checkbox"/> No Fixed Hours (Rangers only)	
	<input type="checkbox"/> Ranger Leave (Rangers only)	<input checked="" type="checkbox"/> Other - Please specify below: Fire Availability	
Specialised Equipment Operated Specify type of equipment e.g. 4WD.	4WD Vehicle, office equipment including computer, fire-fighting equipment		
Working With Children Specify if appointment to this position is subject to a satisfactory Working with Children check – if this position works with children, refer to http://www.checkwwc.wa.gov.au/checkwwc/WWC+Check/ for information on whether a check is required. If yes, applicants may be asked to provide a WWC check.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
National Police Check Specify if appointment to this position is subject to a satisfactory National Police check. If yes, applicants may be asked to obtain a National Police Certificate . For more information refer to the department's guidelines on National Police checks .	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		

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7. Certification

The details contained in this document are an accurate reflection of position.

Branch/Division Head	Director General
Signature:	Signature:
Date:	Date: