



Job Description Form

Our Purpose

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

Position Title

Principal Consultant

Level

6

Position Number

37449, 37450, 37451
(Nominated)

Division/Directorate

People and Organisational Development

Branch/Section

Learning and Organisational Development

Effective Date

September 2024

Health Task Risk Assessment Category

5

Reporting relationships

Superordinate: Vocational Training Manager Level 7

Subordinates: No Direct Reports

Key role of this position

Designs and delivers training and development solutions across the Public Transport Authority. Working closely with key stakeholders, provides specialist advice and solutions, facilitates and/or manages the implementation of training, development strategies and programs to meet their needs. Manages projects and monitors, reviews, and evaluates training, identifying opportunities for improvement., Coordinates the design and development of curriculum, course materials, policies and guidelines to deliver effective and sustainable learning and development results. As an experienced trainer, the incumbent also designs and delivers training within their subject matter expertise.

Core duties and responsibilities

Leadership and Management

- Creates a positive work environment through mentoring and the nurturing of a continuous improvement and performance environment.
- Provides leadership, direction and support for trainers and colleagues as required.
- Supports the Vocational Training Manager in the provision of leadership in learning and organisational development within the PTA and contributes to the development and delivery of corporate human resource policies, programs and practices that drive change.
- Partners with clients to provide specialist advice and support with learning and development solutions, strategies and opportunities and provides a proactive and professional consultancy and advisory services to the PTA in relation to learning and development matters, particularly for those of an operational nature.
- Researches, manages, and prepares project specifications and requests for procurement/tenders and the utilisation of external training providers including working with specialist consultants, as required.

- Builds and fosters effective and professional relationships with relevant stakeholders including:
 - Effective consultation
 - Stakeholder management
 - Positively influencing others to obtain resourcing, support and the ongoing participation of relevant stakeholders as required.
- Manages contracts of applicable external training providers.
- Reviews and identifies opportunities to improve the effectiveness of, including but not limited to, improved efficiencies and long-term sustainability initiatives such as planning, systems improvements and e-learning.
- Conducts research and analysis to develop solutions and training options to meet organisational learning and development needs and resolve problems.
- Effectively project manages the development and implementation of learning and development strategies and projects, including effective change management.

Training and Development

- Contributes to the training delivery and development at the Public Transport Authority (PTA) by
 - Implementing and developing training needs analysis in conjunction with stakeholders
 - Reviewing and enhancing existing training materials
 - Researching, designing, implementing and reviewing contemporary and innovative learning and development strategies, programs and systems to meet current and future workforce needs.
- Delivers PTA accredited and non-accredited training, ensuring:
 - Compliance with PTA standards and procedures
 - Learners receive high quality learning outcomes, according to the principles of adult learning.
- Identifies and implements opportunities for continuous improvement and development within the role.
- Develops, maintains, supports and implements governance and compliance.
- Complies and ensures training projects and programs comply with all required legislation, standards and procedures including liaising with the PTA Registered Training Organisation to ensure training and assessment meets requirements and compliance.
- Supports positive cultural change in Safeworking and competence of rail safety workers through professional advice and guidance in the training environment.
- Mentors and supports development of new trainers.
- Supports training team in the implementation of new products and programs.
- Maintains industry and VET competency and currency relevant to the position.
- Maintains an understanding of, and capacity to, implement EEO, OH&S, ethical practice, commitment to the principles of cultural diversity and inclusion, and other legislative requirements.

Administration and Reporting

- Develops and maintains policies, procedures and practices relating to learning and development across the PTA.
- Analyses, evaluates & reports on activity levels, outcomes and resource use in relation to learning and development solutions, strategies and programs and recommends improvements where appropriate.

Other

- Represents and acts on behalf of the Learning and Organisational Development Branch and the PTA in appropriate internal and external forums as required.
- Undertakes other duties as required/directed.

SELECTION CRITERIA

1. Core Competencies

- Possession of a Certificate IV in Training and Workplace Assessment TAE 40122 or equivalent current qualification.
- Relevant L&D experience in complex, operational and safety critical environments, preferably with rail industry experience, including the design, development, implementation, delivery and evaluation of adult learning and development strategies, programs, policies and systems.
- Sound knowledge and application of the Standards for Registered Training Organisations (RTOs) 2015.
- Current knowledge, competencies and relevant qualifications (where appropriate) in the field relevant to the position.

2. Management and Leadership

- Sound leadership & management skills, including a demonstrated ability to:
 - foster a team culture that supports performance, feedback and achievement of business goals.
 - lead, implement and manage change effectively.
 - mentor, coach and develop others.
 - effectively manage resources and contractors to achieve business goals.

3. Communication and Interpersonal

- Highly developed interpersonal and communication (written and verbal skills), including a demonstrated ability to:
 - communicate effectively with diverse audiences.
 - build and maintain productive relationships with a wide range of internal and external stakeholders.
 - work collaboratively as part of a team.
 - effectively influence and negotiate with a wide range of people.
 - Effectively resolve conflict.

4. Conceptual, Analytical and Problem Solving

- Well-developed research, conceptual, analytical and problem-solving skills, including a demonstrated ability to undertake research, analyse and interpret data, resolve complex problems, identify risks and develop practical and innovative solutions to problems.

5. Organisation

- Well-developed planning, organisational and project and time management skills, including a demonstrated ability to:
 - prioritise and manage a range of diverse tasks with competing priorities and deadlines.
 - coordinate, monitor and progress work/projects to achieve goals and objectives.
 - develop project plans and apply project management practises to achieve results.
- Capacity to work independently, use initiative and appropriate judgement, and work in a reliable and responsible manner.
- Commitment to safety

6. Computer Literacy

- Ability to competently use MS Office and relevant computer software packages at an intermediate level.

7. Special 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 some unsocial and extended hours as required.
- Applicants must meet the special requirements shown below within an agreed period of time. Cancellation of the appointment will occur where an applicant does not meet the special requirements within an agreed period of time after appointment:
 - Safeworking qualifications as appropriate for the position

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