

## JOB DESCRIPTION

### Heavy Vehicle Driving Operations Officer

<b>Level:</b>	Level 4
<b>Position Number:</b>	40001047
<b>Location:</b>	Geraldton
<b>FTE:</b>	1.0
<b>Division:</b>	Training Employment Pathways
<b>Branch:</b>	Construction & Resource Industries
<b>Agreement:</b>	Public Sector CSA Agreement 2024 <i>(and subsequent agreement/s)</i>
<b>Award:</b>	Government Officers' Salaries Allowances and Conditions Award 1989

### ABOUT THIS POSITION

This position is responsible for the operational coordination, including the human and physical resources for training delivery within the assigned training delivery areas. Working closely with the Portfolio Managers and fellow stakeholders, the position contributes to the efficient delivery of training and the achievement of key business outcomes.

### POSITION'S RELATIONSHIPS

#### THIS POSITION REPORTS TO:

Portfolio Manager Construction & Resource Industries	Geraldton	Level 7
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#### OTHER POSITIONS REPORTING TO ABOVE POSITION:

Head of Programs Construction & Resource Industries	Geraldton	HOP
Lecturers	Various	Level 1-9
Electrical & Electronic Technician	Geraldton	Level 2
Construction Technician	Geraldton	Level 2
Portfolio Support Officer	Geraldton	Level 2

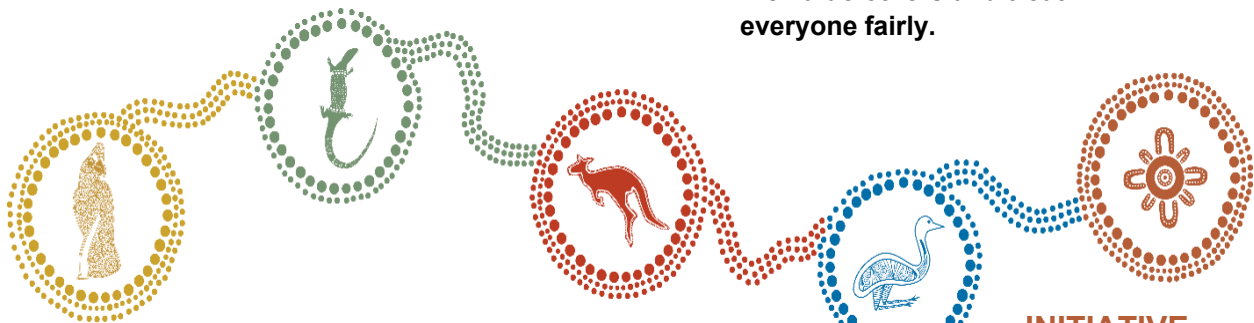
## OUR VALUES

### INTEGRITY

We act with honesty and accountability.

### RESPECT

We value others and treat everyone fairly.



### COLLABORATION

We work together to achieve shared goals.

### INNOVATION

We embrace change and find better ways to work.

### INITIATIVE

We take action and create positive change.

## KEY ROLE INFORMATION

### KEY RESPONSIBILITIES OF THE POSITION:

- Assists in managing the human and physical resources for training delivery within the assigned training delivery areas.
- Provides operational coordination and support in all aspects of employee relations for the assigned training delivery areas.
- Ensures compliance with College and governmental policies and legislative requirements.
- Undertakes and leads opportunities for continuous improvement to enhance the relationship between training delivery and administrative services.
- Works collaboratively with other College departments to effectively manager resources to meet business priorities.
- Assists the Portfolio Manager in promoting and supporting a culture of quality delivery and assessment practices and implementing continuous improvement activities in the Portfolio.
- In conjunction with the Portfolio Manager, works closely with all the stakeholders of the industry to ensure the required programs run effectively.

## SELECTION CRITERIA

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The selection process includes assessing applications against the responsibilities, and the role specific requirements of the position, within the context Personal Leadership and the ability to demonstrate and apply the expected leadership behaviours.

### ESSENTIAL:

- Proven organisational, analytical and planning skills, including the ability to manage resources (human and physical) to achieve agreed outcomes.
- Ability to achieve business objectives or project outcomes in an environment regulated by legislation or policy.
- Effective interpersonal and communication skills with the ability to work collaboratively to achieve efficient and/or quality improvements.
- Current knowledge of legislative obligations applicable to Vocational Education and Training, Equity and Diversity, Disability Services and Occupational Safety and Health, and how these impact on employment and service delivery.

### DESIRABLE:

- Nil

## OTHER REQUIREMENTS

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- May be required to work from any College campus.
- Possession of a C or C-A Class Driver's Licence.
- Possession of a current Working with Children Check.
- A successful criminal record screening clearance (Nationally Coordinated Criminal History Check – Department of Education).

## CERTIFICATION

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The details contained in the document are an accurate statement of the position's responsibilities and requirements.



A/Managing Director

19 March 2026

## LEADERSHIP CONTEXT

We believe all our people are leaders irrespective of their role. We consider this as critical to our success and, to support this, we have adopted [Leadership Expectations](#) which provides a common understanding of the mindsets and expected behaviours required of all our employees and the public sector.

### THE LEADERSHIP CONTEXT FOR THIS ROLE IS: PERSONAL LEADERSHIP

Leadership Expectations provide a clear understanding of expected leadership behaviours for all public sector employees in different contexts. The expected behaviours (see below) should be demonstrated in the context of Personal Leadership for this position.

<b>Lead collectively</b>	You acknowledge the relationship between your work and the value it contributes to your team. You understand the College's objectives and can express how your work relates and contributes to achieving operational excellence.
<b>Think through complexity</b>	You think through complexity by following set procedures and applying your knowledge, skills and experience to identify problems as they arise. You use information and analysis to initiate problem resolution and seek guidance as necessary.
<b>Dynamically sense the environment</b>	You engage in your work environment with a positive and open mind, acknowledging that your approach may not be the only effective approach. You seek to understand issues and problems before reacting and discuss them thoughtfully with your team.
<b>Deliver on high leverage areas</b>	You identify the tasks and priorities of your work that are in line with the priorities of your team. You reschedule and reprioritise your work on a daily basis with guidance if necessary to reflect changes in your team environment.
<b>Build capability</b>	You actively contribute to the development of your team's capability, ensuring you support your team members.
<b>Embody the spirit of public service</b>	You promote and show respect for the College in completing your tasks and recognise that your interactions and service delivery have a direct impact on the reputation of the College.
<b>Lead adaptively</b>	You are continually learning and adjusting your approach to be effective in the changing work environment.

The Government of Western Australia acknowledges the traditional custodians throughout Western Australia and their continuing connection to the land, waters, and community. We pay our respects to all members of the Aboriginal communities and their cultures, and to Elders both past and present.