



Job Description Form

Our Purpose

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

Position Title Senior Training Officer	Level 5	Position Number 35264
Division/Directorate Transwa	Branch/Section Administration	
Effective Date April 2026	Health Task Risk Assessment Category 5	

Reporting relationships

Superordinate: Training Manager Road and Rail, Level 6

Subordinates: No Direct Reports

Key role of this position

Responsible for the development and delivery of specialised training programs including review and assessment for the Transwa workforce and ensuring that training records are maintained in accordance with relevant legislation and PTA's requirements. The role evaluates and reviews training programs and develops training and assessment evaluation strategies and tools, as well as provides advice and support to stakeholders on training matters.

Core duties and responsibilities

- Designs and updates enterprise training programs and modules, ensuring all training materials and records are current and compliant.
- Develops and manages training schedules, coordinating the timely delivery of assigned programs across the organisation.
- Designs, facilitates, evaluates, and continuously improves learning and development initiatives to enhance workforce capability.
- Assesses and recommends external Training Providers, evaluating their capacity to deliver non-core PTA training in collaboration with the Training Manager (Road and Rail) and the Learning & Development team.
- Ensures all training programs are delivered according to agreed schedules and quality standards.
- Contributes to the development of competency profiles and training needs analyses in partnership with the Learning & Development team to identify skill gaps and workforce development priorities.
- Participates in Learning & Development forums to stay informed of emerging organisational capability strategies and sector trends.
- Engages in ongoing professional development to maintain contemporary training and assessment skills and knowledge.
- Performs additional duties within the scope of experience, capability, and training as required.

SELECTION CRITERIA

1. Core Competencies

- Relevant training expertise, including:
 - Possession of/or progress towards a Certificate IV in Training and Assessment.
 - Demonstrated training and development experience within a public transport operational environment, including the ability to conduct research, analyse information, and contribute effectively to training-related projects.
 - Considerable experience in delivering competency-based training and assessments in an operational environment.
 - Comprehensive knowledge of the Australian Quality Training Framework and its application to compliant training, assessment, quality assurance, and continuous improvement processes.
 - Sound understanding of legislative requirements, including the Rail Safety National Law, road traffic act and relevant Australian Standards applicable to rail operations and the bus industry.

2. Communication and Interpersonal

- Highly developed communication and interpersonal skills, with the ability to facilitate, deliver, and adapt training packages to suit diverse learner needs and operational environments.
- Proven ability to build and maintain positive, collaborative relationships with with a variety of internal and external stakeholders within an operational environment.

3. Conceptual, Analytical and problem Solving

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

4. Organisation

- Highly developed organisation skills including a demonstrated ability to work independently.

5. Computer Literacy

- Highly developed skills in the use of technology, particularly as it relates to the delivery and development of training and assessment tools.

6. 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 travel to regional locations to conduct training and assessment requirements
- Ability to work early mornings and late evenings as required to assist with the facilitation of training courses.
- 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.
 - PTA Supervised Worker (SW) Track Access Permit.
 - Arc Infrastructure Supervised Worker (SW) Track Access Permit.
 - First Aid qualification.

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

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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.

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Signature

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Date

