

SPECIFIC RESPONSIBILITIES

DFES is committed to the principles of Equal Employment Opportunity (EEO) and diversity in the workplace and the provision of a safe environment for its employees, customers and volunteers. All duties are to be performed in a manner and behaviour consistent with EEO legislation and Occupational Safety and Health legislation along with the Department's Code of Conduct and Policies/Procedures and other relevant legislation.

Training Product Development

- Provide leadership and advice to training developers for the quality development and design of effective, contemporary and compliant training resources.
- Manage training product development projects in accordance with organisational priorities and policies.
- Support quality assurance of training resources against Training Packages, Australian Qualifications Framework (AQF) and the current Standards for RTO, including maintenance of related DFES procedures, style guides and templates.
- Manage and maintain productive relationships with subject matter experts and stakeholders, including supporting training development processes across the organisation.
- Develop inter-agency networks to facilitate shared learning and professional standards across emergency services.
- Provide guidance and advice to DFES business units on training development projects.
- Proactively engage in continuous improvement activities of assessment and training design, including validation and reviews.
- Ensure required training products comply with all requirements of DFES Learning and Development, including (but not limited to) the Standards for RTOs, the Australian Qualification Framework and the requirements of the relevant National Training Package/s associated with DFES' scope of registration.
- Develop DFES training development capability and opportunities for professional development for training developers.
- Develop and maintain DFES training development governance, processes and frameworks.

Other

- Plays a key leadership role in promoting, creating and maintaining a healthy and safe work environment, including psychological wellbeing.
- Applies DFES health and safety policies and procedures and the risk management framework, including consultation and participation with personnel to resolve safety issues.
- Undertakes other duties as required.

EXPECTED LEADERSHIP BEHAVIOURS

Leadership Expectations are critical to the success of DFES and provide a clear understanding of the expected behaviours for all public sector employees. This position aligns to the context of **Leading Others**, and it is essential that you demonstrate the required behaviours below to undertake this role:

Behaviour	Descriptor
Lead collectively	Seek and build key relationships, work together and focus on the greater good.
Think through complexity	Think critically, work with ambiguity and uncertainty, assess solutions and impacts, and take calculated risks.
Dynamically sense the environment	Be in tune with the political, social and environmental trends that impact the work; understand and recognise the needs of others and leverage relationships for desired outcomes.
Deliver on high leverage areas	Identify priorities, pursue objectives with tenacity and display resilience in the face of challenges.
Build capability	Proactively develop others; share learning to promote efficiency and effectiveness; and champion diversity and inclusion.
Embody the spirit of public service	Display empathy, compassion, humility and integrity, and a genuine passion for the work; demonstrate a responsibility to Western Australians; and work in the interests of the public good.
Lead adaptively	Continuously seek to understand personal strengths and areas for improvement, be adaptive to change and adjust leadership style in different contexts.

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 CRITERIA

1. Certificate IV in Training and Assessment, or equivalent in adult learning
2. Demonstrated experience in motivating, influencing, and enabling the end-to-end design, development, quality assurance, and continuous improvement of training products, including both nationally recognised and organisational-specific training.
3. Capability in managing the development and review of effective VET learning and development programs and training products based on the requirements of the National Training Packages and the requirements of the current Standards for RTOs .
4. Proven experience in successfully leading and managing complex projects through all stages of the project management cycle.
5. Demonstrated high-level communication, interpersonal and consulting skills, including the ability to develop and maintain relationships with a variety of internal and external stakeholders.

DESIRABLE CRITERIA

1. Relevant qualifications, such as, Diploma of Training Design and Development or Diploma of Vocational Education and Training.
2. Understanding of stakeholders, contemporary issues and practices in the emergency management training environment.

CERTIFICATION

Version	Description	Approval Date	Registered Date	Registered by
Vs 1.0	Created and classified			