



Job Description Form

Our Purpose

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

Position Title

Training Delivery Lead L&D (Network Control)

Level

6

Position Number

37454
(Nominated)

Division/Directorate

People and Organisational Development

Branch/Section

L&OD

Effective Date

September 2024

Health Task Risk Assessment Category

5

Reporting relationships

Superordinate: Vocational Training Manager Level 7

Subordinates: L&D Trainer and Assessor (various), Level 5

Key role of this position

Leads a team of trainers in delivering PTA accredited and non-accredited operational training which may include but not limited to: Rail Network Control, Safeworking, Security Operations, Customer Service. Leads and manages curriculum design, 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. The role works closely with the Principal Consultants L&D and the Vocational Training Manager in delivering training for the business, contributing to L&D projects and improving learning outcomes.

Core duties and responsibilities

Leadership and Management

- Leads a team of Trainers including, scheduling, staffing, procurement, budgets, performance and contracts.
- Creates a positive work environment through mentoring and the nurturing of a continuous improvement and performance environment.
- Provides leadership, direction and support to staff
- 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.
- Provides specialist advice and support on operational training and development issues
- 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.
- Manages contracts of applicable external training providers.
- Manages, implements and supports continuous improvement process related to training and assessment strategies, learner feedback, validations and course reviews.
- Conducts research and analysis to develop solutions and training options to meet organisational learning and development needs and resolve problems.

Training and Development

- Contributes to the training delivery and development at the Public Transport Authority (PTA) by
 - Contributing to training needs analysis
 - Reviewing and enhancing existing training materials
 - Managing the development, delivery and evaluation of learning and development strategies, programs and systems to meet current and future training needs, including the creation and development of new training materials
- 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
 - High quality, consistent and compliant delivery across the training team
- Builds and fosters effective and professional relationships with key stakeholders (including contractors) including consultation with stakeholders to enhance organisational planning of learning and development activities, training needs analyses and support for business areas
- Implements new training strategies and training solutions Identifies and implements opportunities for continuous improvement and development within the role.
- Maintains, supports and implements governance and compliance.
- Complies and ensures training team complies 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

- Implements and contributes to the development of policies, procedures and practices relating to learning and development across the PTA.
- Evaluates & reports on activity levels, outcomes and resource use in relation to learning and development 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.
- Considerable knowledge of and experience in the design, development, implementation delivery and evaluation of adult learning and development strategies, programs, policies and systems; preferably within a complex operational and/or rail environment
- Sound knowledge and application of the Standards for Registered Training Organisations (RTOs) 2015.
- Sound knowledge of Safeworking Rules and Procedures and rail safety activities, as applicable to the position
- Possession of TLI40921 Certificate IV in Rail Network Control or equivalent

2. Management and Leadership

- Sound leadership & management skills, including a demonstrated ability to:
 - lead and manage teams effectively



- foster a team culture that supports performance, feedback and achievement of business goals
- lead, implement and manage change effectively.
- mentor, coach and develop others/team members
- effectively manage resources 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 conduct research and analysis on a range of identified issues and to apply outcomes of such to achieve operational objectives and to resolve 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
 - schedule, coordinate, monitor and progress work/projects to achieve goals and objectives
- 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 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.

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