



## Job Description Form

### Our Purpose

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

#### Position Title

Learning & Development Consultant (Instructional Designer)

#### Level

5

#### Position Number

35150, 35151

#### Division/Directorate

People and Organisational Development

#### Branch/Section

Learning and Organisational Development

#### Effective Date

October 2017

#### Health Task Risk Assessment Category

5

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### Reporting relationships

Superordinate: Operations Training Manager, Level 6

Subordinates: No Direct Reports

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### Key role of this position

Scopes, designs and develops operational and competency based training and assessment resources that meet the Public Transport Authority's (PTA) capability and learning requirements, and facilitates the achievement of the PTA's current and future objectives.

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### Core duties and responsibilities

- Scopes, designs and develops operational and competency training and assessment resources that meet the PTA's needs (including compliance with relevant regulatory requirements), including:
  - Training and Assessment Strategies
  - Training plans
  - Session plans
  - Learners materials
  - PowerPoint presentations
  - Assessment tools
  - Checklists
- Ensures alignment with and accurately maps training and assessments to training package outcomes.
- Develops and writes training resources consistent with organisational needs and compliance with relevant regulatory requirements.
- Evaluates and reviews existing training and assessment resources products and manages any change processes required within identified procedures and required timelines.
- Works collaboratively with subject matter experts and stakeholders to review and develop training and assessment resources.
- Researches, gathers and collates background materials from both internal and external sources to support the development of training and assessment resources.
- Provides specialist advice and support to relevant stakeholders about training and assessment strategies and solutions.

- Leads and coordinates project tasks through the design and development process, including monitoring of project timelines against required deliverables, reporting on progress and undertaking quality assurance processes.
- Conducts research and analysis of identified issues relevant to the Capability Project and identifies options to best meet organisational needs.
- Other duties as required.

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## Essential Work Related Requirements

### 1. Job Specific

- Considerable experience in the design, development, delivery and evaluation of adult learning and development programs (particularly competency based training and assessment resources), preferably within a complex operational environment.
- Good knowledge of and demonstrated ability to practically apply instructional design and adult learning principles, including a relevant qualification in instruction design and a Certificate IV in Training and Assessment.
- Demonstrated ability to contextualise learning resources to workplace, blended and online learning and to modify training and assessment resources (either in-house or off-the-shelf)
- Demonstrated ability to write to and accurately map training and assessments to training packages outcomes.

### 2. Communication and Interpersonal

- Excellent interpersonal and communication skills (written and verbal skills), including a demonstrated ability to:
  - Effectively liaise with stakeholders, clients and subject matter experts.
  - Work collaboratively as part of a team.
  - Effectively negotiate with a wide range of people.

### 3. Conceptual, Analytical and Problem Solving

- Well developed 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.

### 4. Organisation

- Well developed planning, organisational and project management skills, including a demonstrated ability to:
  - Manage a range of diverse tasks with competing priorities.
  - Use initiative and work independently.
  - Lead, coordinate, monitor and progress projects tasks to achieve goals and objectives.

### 5. Computer Literacy

- Suitable proficiency in the use of technology, including MS Word, PowerPoint and Excel.

### Special Appointment 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.

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**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**