



## Job Description

<b>Position Title:</b>	<i>Safety Training Resources Officer</i>	<b>Classification:</b>	<i>Level 4</i>
<b>Position Number:</b>	<i>MIS19059</i>	<b>Location:</b>	<i>1 Adelaide Terrace</i>
<b>Division/Group:</b>	<i>Safety Regulation</i>	<b>Supervises:</b>	<i>0</i>
<b>Branch/Section:</b>	<i>Information and Development</i>	<b>Reports to:</b>	<i>Team Leader Safety Regulatory Training</i>

### Operational Context

The Regulatory Support Division supports the activities of the Safety Regulation Group through the provision of services covering administration, data intelligence, business systems improvement, and finance. The Division also develops and delivers health and safety information and education, regulatory training, and policy and legislation advice.

### Role Overview

This position is part of the Aboriginal Employment Program (AEP). This position assists with the development and delivery of customised training and educational resources for the Safety Regulation Group in support of Group objectives.

### Role Responsibilities

(The following outlines the key responsibilities and duties related to this position)

- Contributes to the planning, development, production and updating of customised training and educational resources for the Safety Regulation Group's training frameworks
- Identifies opportunities to improve the development and delivery of training and educational resources.

### Corporate Responsibilities

(The following outlines departmental responsibilities)

- Contributes to the achievement of corporate objectives by ensuring that stakeholders are dealt with in a professional and timely manner.
- Works within corporate policies and procedures, acts with integrity and demonstrates ethical behaviours aligned with the Department Code of Conduct.
- Performs other duties as directed.
- Takes reasonable care to protect your own safety and health at work, and that of others by co-operating with the safety and health policies and procedures of the department and complying with all provisions of the Occupational Safety and Health Act 1984.

### What is required in this role?

(The following outlines what experience and qualifications are required to fulfil this role)

This position is part of the Aboriginal Employment Program (AEP) and is aligned to our Aboriginal Employment Strategy and Diversity and Inclusion Plan. This program is a diversity initiative to increase the workforce representation of Aboriginal and Torres Strait Islander people at DMIRS

- Confirmation of Aboriginality.
- Certificate IV in Training and Assessment or equivalent experience.
- Demonstrated experience in developing training and education resources to support adult learning using a variety of methods, including digital media.
- Demonstrated ability to accurately produce a range of business documents such as presentations, scripts and project reports.

### Capabilities Required

(The following outlines the behaviours required to be demonstrated to perform this role)

- Takes responsibility for completion of work and seeks guidance when required; identifies risks and takes initiative to progress work when required.
- Shares information with own team, seeks input from others, contributes to team discussions and ensures others are kept informed.
- Adheres to the Code of Conduct, acts with integrity and behaves in an honest, professional and ethical way.
- Presents messages clearly and succinctly orally and in writing.
- Draws on information from a range of sources, uses common sense to analyse what information is important.

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### ***What are the Job reporting relationships?***

This position reports to: Team Leader Safety Regulatory Training

Supervisor Position No: MP130055      Classification: L6

#### **Positions reporting to this Job:**

This position has no direct reports

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### ***What are the pre-employment requirements for this Job?***

- National Police Clearance

#### **Approved Date**

18-OCT-2019