



## Job Description Form

### Our Purpose

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

**Position Title**

Workplace Trainer & Assessor (Network Control)

**Level**

5

**Position Number**

35413, 35858, 36025

**Division/Directorate**

People & Organisational Development

**Branch/Section**

Learning & Organisational Development

**Effective Date**

December 2020

**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

Is responsible for the design, development and delivery of the Certificate IV Rail Network Control qualification for PTA's Network Control Officers, the review of technical training and assessments for Network Control staff and provides on the job coaching and support specific to rail network control functions.

The occupant of the role also helps to maintain Network Control Officer competencies through the delivery of the Certificate IV Rail Network Control qualification and refreshers and ensures training is compliant with the Australian Qualification Framework (AQF) and PTA Safeworking Standards.

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### Core duties and responsibilities

#### Training and Development

- Contributes to the training and development of members of the Public Transport Authority (PTA) by researching, developing, coordinating, conducting and reviewing relevant training courses.
- Ensures that all essential training materials and training content, particularly for qualifications and units of competency is sufficient and that course objectives are met by developing structured curricula documentation.
- Delivers training to new and existing Network Control Officers / Supervisors using good practise learning methods and according to the principles of adult learning.
- Liaises with the PTA Registered Training Organisation (RTO) and Quality and Compliance team as necessary to ensure training and assessment meets requirements.
- Accurate maintenance and validation of necessary course administration material including submission to the PTA RTO and Quality and Compliance team of competency assessment records, attendance records, course timetables, course session plans, course trainer notes, assessment tasks, benchmark answers and resources for all accredited training programs.
- Ensures the observance of appropriate safety, health, welfare, security and good housekeeping standards.

- Complies with the requirements and regulations of the appropriate transport legislation.
- Ensures training programs are conducted in accordance with course requirements.
- Contributes to the development of policies, procedures and practices relating to learning and development across the PTA.
- Maintains a comprehensive knowledge of relevant learning and development issues, trends and methodologies.
- Maintains vocational currency and industry knowledge through attendance at relevant workshops, professional development and on the job training (doing several shifts).
- Maintains an understanding of, and capacity to, implement EEO, OH&S, ethical practice, commitment to the principles of cultural diversity and other legislative requirements.

#### **Administration**

- Reports as required on activity levels, outcomes and resource use in relation to learning and development programs.
- Prepares training materials, reports, briefing papers and correspondence as required

#### **Other**

- Provides training to other areas within level of expertise.
- Represents the PTA at relevant training committees, forums and panels as required.
- Undertakes other duties as directed.

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## **SELECTION CRITERIA**

### **1. Core Competencies**

- Possession of a Certificate IV in Training and Workplace Assessment TAE 40116 and a Certificate IV Rail Network Control TLI42215
- 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.
- Demonstrated experience working as a Network Control Officer
- Good understanding and application of the Standards for Registered Training Organisations (RTOs) 2015.
- Good understanding of the Railway Safety Act 2015 and other regulatory requirements e.g. Safeworking.

### **2. Communication and Interpersonal**

- Highly developed interpersonal and communication (written and verbal) skills, including a demonstrated ability to communicate effectively with diverse audiences and to build and maintain productive relationships with internal and external stakeholders.
- An ability to work as part of a team as well as independently

### **3. 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.

### **4. Organisation**

- Well-developed planning, organisational and project management skills.
- Demonstrated ability to use initiative and work independently coordinating, monitoring and progressing projects to achieve goals and objectives.

### **5. 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.
- 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
- Ability to work some unsocial and extended hours as required
- Meet Fit and Proper Persons Quality Assurance and Integrity Requirements for RTOs
- Maintenance of Network Control Officer and Certificate IV TAE competence

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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**

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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**

.....  
**Date**