



Job Description Form

Our Purpose

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

Position Title

Senior Training Officer

Level

5

Position Number

33428

Division/Directorate

Transperth Train Operations

Branch/Section

Operations / Depot Operations

Effective Date

August 2021

Health Task Risk Assessment Category

3

Reporting relationships

Superordinate: Training Manager EMU, Level 6

Subordinates: No Direct Reports

Key role of this position

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Responsible for the development and delivery of specialised training programs including review and assessment for the Transperth Train Operations workforce and ensuring that training records are maintained in accordance with relevant legislation and PTA's requirements. The role evaluates and reviews training programs and develops training and assessment evaluation strategies and tools, as well as provides advice and support to stakeholders on training matters.

Core duties and responsibilities

- Develops training strategies, designs training programs/modules and maintains training materials and records.
- Prepares training schedules and delivery of designated training programs.
- Designs, delivers evaluates and reviews learning and development programs.
- Develops training and assessment evaluation strategies and tools.
- Evaluates training programs and assesses capability of delivering in house and also extending common in house programs to other PTA personnel.
- Oversees the operation of the PTA's Drivers Simulator to ensure it is maintained in an appropriate manner and that it is used as efficiently as possible to maximise its benefits in driver training.
- Assesses external Training Providers for their capacity and suitability to deliver non-core PTA training modules in conjunction with the Learning & Development team.
- Ensures that modulated training meets the required program schedule.
- Conducts research and analysis of identified issues and identifies options to meet TTO needs and resolve problems.

- Maintains a comprehensive knowledge of relevant learning and development issues, trends and methodologies.
- Develops competency profiles and undertakes training needs analysis in conjunction with the Learning & Development team.
- Contributes to the development of policies, procedures, practices and processes in respect to the development needs of TTO employees.
- Monitors Assessor competency to ensure compliance with Australian Quality Training Framework standards and the requirements of the Training Accreditation Council in conjunction with the Learning & Development team.
- Attends Learning & Development training forums to remain abreast of all learning and development strategies across the organisation.

Other

- Identifies and implements opportunities for continuous improvement and development within the role.
- Provides a mentoring, support and coaching role for Driver Coordinators and Driver Trainers on training and assessment delivery and trends.
- Undertakes other duties as required/directed.

SELECTION CRITERIA

1. Core Competencies

- Relevant training expertise, including:
 - Possession of a Certificate IV in Training and Assessment or equivalent qualification.
 - Considerable experience in the design, development, delivery and evaluation of adult learning and development programs, including competency-based training and assessment materials.
 - Thorough knowledge of the Australian Quality Training Framework (AQTF).
 - Considerable knowledge of the contemporary State and National training issues, systems and legislative obligations such as the Rail Safety National Law (WA) Act 2015 pertaining to rail operations.
- Previous experience as a Railcar Driver Passenger Services or alternatively extensive experience within a railway operating environment such that an understanding of the key requirements for the training of Railcar Drivers can be demonstrated.
- An understanding of the issues concerning Risk Management, Equal Opportunity, Occupational Safety and Health as they apply to the PTA's urban rail operations.

2. Communication and Interpersonal

- Highly developed interpersonal and communication (written and verbal skills), including a demonstrated ability to communicate effectively with diverse audiences to build and maintain productive relationships with internal and external stakeholders.

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

- Highly developed planning and organisational skills, including a demonstrated ability to use initiative and work independently to provide teams and individuals with clear direction and feedback.

5. Computer Literacy

- Highly developed in the use of technology, including the Microsoft Office Suite and E-Learning software.

6. 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 of the position.
- Ability to work early morning and late evenings as required to assist with the facilitation of training courses.
- Applicants must meet the special requirements shown below within an agreed period of time following appointment. Cancellation of the appointment will occur where an applicant does not meet the special requirements within the agreed period of time after the appointment.
- Supervised Worker (SW) Track Access Permit.

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.

.....
Signature

.....
Date