



Training Officer

Asset Planning and Services

Position number	Generic
Agreement	Public Sector CSA Agreement 2021 (or as replaced)
Classification	Level 3
Reports to	Training Coordinator, Strategic Asset Services (Level 4)
Direct reports	Nil

Context

Education Business Services (EBS) is the key provider of professional business services and support for Western Australian public schools, statutory boards and divisions of the Department. These highly valued services are delivered through the areas of finance, information and communication technologies (ICT), and infrastructure. We continually strive to enhance the capability and responsiveness of our staff, systems and processes across the organisation to deliver high quality education.

We are committed to contemporary work practices and adhere to the following service delivery principles:

Responsive: We respond to and reflect the needs of our customers.

Flexible: We are flexible and understand that our customers are not all the same.

Transparent: We are clear and open about our services, processes and decision making.

Accountable: We hold ourselves to high standards and deliver on our commitments.

Collaborative: We work in partnership with our customers.

The Infrastructure Division has responsibility for the planning and provision of facilities (land, buildings and equipment), which includes land planning, student enrolment forecasting and facilities planning, strategic asset management, capital works programs, maintenance and minor works programs and provision of facilities related services.

The Asset Planning and Services Directorate is responsible for the development of strategic asset plans, policies and processes within an asset planning framework, long term land planning for schools and the management of the Department's land estate. The Directorate also provides services to schools on security and emergency management, environmental services, statistical and demographic planning services and property management.

Visit education.wa.edu.au for more information about the Department of Education.

Key responsibilities

Specialist Services

- Contribute to the development, delivery and ongoing evaluation of engaging training and development programs that align with Departmental and legislative requirements.
- Work collaboratively with the training team and other stakeholders to ensure adult learning principles and flexible delivery methods are embedded into every day practice.
- Conduct training needs analysis to identify competency gaps, and provide evidence-based recommendations to enhance program effectiveness and the translation of learning to practice.
- Contribute to the scheduling, coordination and promotion of training courses available for staff.
- Undertake administrative duties, including maintaining training records, participant feedback, attendance registers and assessments.

Branch Support

- Ensure compliance with the Department's policies, procedures and standards.
- Contribute to a work environment that is safe, fosters equity and diversity, enables the achievement of personal and EBS goals and facilitates accomplishment of designated roles and deliverables.
- Participate in performance management activities to ensure development plans meet personal goals and business needs.
- Contribute to change management projects relevant to the Branch.
- Represent the Branch, as required, on intra and inter agency committees and working parties.

Customer and Stakeholder Support and Liaison

- Provide information and advice to management and stakeholders and prepare correspondence to enquiries from schools.
- Maintain a strong focus on delivery and continuous improvement of customer services.
- Develop and maintain effective communication links and working relationships with stakeholders to promote service capabilities and ensure access to specialist training knowledge.

Selection criteria

1. Demonstrated experience in developing, delivering and evaluating training programs.
2. Demonstrated good interpersonal and communications skills, including the ability to engage and work with a diverse range of stakeholders.
3. Demonstrated initiative and good organisational skills with the ability to meet deadlines, identify priorities and work independently or as part of a team.
4. Demonstrated ability to achieve outcomes and deliver quality products and services consistent with organisational requirements.
5. Demonstrated skills and experience in using Microsoft Office applications (PowerPoint, Word, Excel and Outlook) and learning management systems.

Eligibility and training requirements

Employees will be required to:

- hold a current Certificate IV qualification in adult training and assessment, or be actively working towards
- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- obtain or hold a current Working with Children Check

- hold a current Western Australian 'C' Class drivers licence
- undertake travel to regional and remote areas to deliver training programs
- complete the Department's induction program within three months of commencement
- complete any training specific to this role required by Departmental policy
- complete the Department's training in Accountable and Ethical Decision-Making within six months of appointment.

Certification

The details contained in this document are an accurate statement of the responsibilities and other requirements of the position.

ENDORSED

Date 9 November 2021
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