



Job Description Form

Our Purpose

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

Position Title

Workplace Trainer & Assessor – Track

Level

6

Position Number

36933

Division/Directorate

Network & Infrastructure

Branch/Section

Track

Effective Date

November 2023

Health Task Risk Assessment Category

3

Reporting relationships

Superordinate: Maintenance Manager - Track, Level 7

Subordinate: No Direct Reports

Key role of this position

Plans, develops, delivers and reviews technical training and competencies, assessments and associated material specific (including on the job coaching and support) to the Track function within the Network & Infrastructure Division, in liaison with relevant stakeholders. The role also maintains competency standards to meet regulatory obligations and develops and reviews procedures.

Core duties and responsibilities

Training and Development

- Identifies and recommends appropriate training to ensure Track employees are competent to required standards and in accordance with relevant work procedures.
- Plans and delivers training and/or coordinates the delivery of training programs, including assessments for Track employees and any other associated staff.
- Undertakes training and/or competency assessments, as required.
- Conducts research as directed for proposed training and/or competency projects.
- Designs, develops, delivers and evaluates specialised Track training programs in line with Public Transport Authority (PTA) guidelines.
- Follows the Learning and Organisational Development change process when updating training and assessor material.
- Evaluates and reports on training programs.
- Monitors and continuously updates and improves training and assessor requirements for the endorsed training programs and pathways.

Operational

- Reviews work practices and procedures from a technical perspective and makes recommendations for improvement and undertake projects and technically focused assignments as directed.
- Develops, reviews and updates associated operating documentation, procedures and other related material as required.
- Undertakes projects and technically focussed assignments as directed by the Maintenance Manager - Track.

Other

- Provides training to other areas within level of expertise.
- Undertakes other duties as directed.

SELECTION CRITERIA

1. Core Competencies

- Competent to be considered a Subject Matter Expert for the purposes of training in track maintenance and inspection, including:
 - Considerable and relevant experience in maintaining and inspecting permanent way;
 - Possession of Certificate III in Rail Infrastructure or equivalent (preferably specialising in track maintenance and/or inspection).
 - Good knowledge and applied understanding of relevant technical standards and codes of practice, particularly as they apply to track and Railway Safety Management.
- Possession of Certificate IV in Training and Assessment or equivalent qualification or ability to achieve the qualification within an agreed timeframe.

2. Communication and Interpersonal

- Highly developed interpersonal and communication (written and verbal) skills, including a demonstrated ability to:
 - Communicate effectively with diverse audiences:
 - Build and maintain productive relationships with internal and external stakeholders.
 - Coach, mentor and develop others

3. Conceptual, Analytical and Problem Solving

- Well-developed research, conceptual, analytical and problem-solving skills, including a demonstrated ability to conduct research and analysis.

4. Organisation

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

5. Computer Literacy

- Demonstrated ability to competently use MS Office and relevant computer software packages at an intermediate level.

6. Personal Attributes

- Demonstrated commitment to:
 - Safety
 - Personal development.
 - Developing others.

7. 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.
- Ability to work unsocial and irregular hours including shift and weekend work when required.
- Possession of a current Western Australian 'C' or 'C-A' Class Driver's License or equivalent.
- Applicants agree to comply with Public Transport Authority's Alcohol & Drugs Policy and Procedure, which includes random testing.
- 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:
 - Individual Access (IA) Track Access Permit
 - Successful attainment of Certificate IV in Training and Workplace Assessment

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