



Job Description Form

Our Purpose

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

Position Title

L&D Trainer Assessor

Level

5

Position Number

35858, 35413, 35256

Division/Directorate

People and Organisational Development

Branch/Section

Learning and Organisational Development

Effective Date

December 2023

Health Task Risk Assessment Category

5

Reporting relationships

Superordinate: Vocational Training Manager, Level 7

Subordinates: No Direct Reports

Key role of this position

Responsible for the design, development and delivery of Safeworking and operational training programs, courses and assessments for operational employees and external contractors within the context of the organisation's objectives and future direction. Work collaboratively with the PTA's RTO Quality & Compliance team to ensure the management and delivery of PTA's training courses meet industry standards.

Core duties and responsibilities

Training

- 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.
- Facilitates the learning process by appraising performance, identifying problem areas and, where possible, addressing these within the context of the training course.
- Liaises with the PTA Registered Training Organisation (RTO) Quality and Compliance team as necessary to ensure training and assessment meets requirements and compliance.
- 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.
- Provides trainees and clients with the best possible learning potential by facilitating and delivering course material according to the principles of adult learning.
- Complies with the requirements and regulations of the appropriate transport legislation.
- Ensures training programs are conducted in a timely manner and do not exceed the allotted times in accordance with session plans.

- Contributes to the development of policies, procedures and practices relating to learning and development across the PTA.
- Facilitates the consistent application and implementation of the Public Transport Authority (PTA) Safeworking Rules and Procedures and identifies continuous improvement opportunities.
- Drives positive cultural change in Safeworking and competence of rail safety workers through professional advice and guidance in the training environment.
- Maintains a comprehensive knowledge of relevant learning and development issues, trends and methodologies.
- Maintains industry knowledge and currency by attending relevant workshops and professional development programs offered by L&D, the enterprise or the VET sector
- Maintains an understanding of, and capacity to, implement EEO, OH&S, ethical practice, commitment to the principles of cultural diversity and inclusion, 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

- Identifies and implements opportunities for continuous improvement and development within the role.
- Understands and complies with information security policies and procedures to ensure information holdings/systems are kept confidential and are utilised accurately and reliably.
- Undertakes other duties as required/directed.

SELECTION CRITERIA

1. Core Competences

- Possession of Certificate IV in Training and Assessment or equivalent qualification or ability to achieve the qualification within an agreed timeframe.
- Considerable experience in the design, development, delivery and evaluation of adult learning and development programs, including competency based training and assessment material.
- Demonstrated experience and expertise in enabling the delivery of training and to ensure course outcomes are met.
- Knowledge and application of the Standards for Registered Training Organisations (RTOs) 2015.
- Sound knowledge of Safeworking Rules and Procedures and rail safety activities.

2. Communication and Interpersonal

- Highly developed presentation skills, 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.

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

- Sound leadership skills, including a demonstrated ability to:
 - Provide direction, engage and communicate with staff.
 - Effectively manage resources to achieve business goals.
- Well-developed planning and organisational skills, including a demonstrated ability to use initiative and work independently coordinating, monitoring and progressing tasks 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.
- Ability to work early mornings and late evenings as required to assist with the facilitation of training courses.

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