



Job Description Form

Our Purpose

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

Position Title

Competency Manager

Level

6

Position Number

36298

Division/Directorate

People and Organisational Development

Branch/Section

Learning and Organisational Development

Effective Date

September 2023

Health Task Risk Assessment Category

5

Reporting relationships

Superordinate: Manager Learning and Organisational Development, Level 8

Subordinates: Learning and Development Consultant (Instructional Designers) Level 5 (x5)
Project Support Officer, Level 3

Key role of this position

Leads and manages the Public Transport Authority's Competency Management function ensuring all legislative and regulatory rail requirements are adhered to. This includes development, implementation and ongoing maintenance of competency frameworks for nominated roles and change management processes associated with this. In addition to managing a small team, the position is a critical interface with a range of stakeholders across the organisation. It also provides expert advice and support to others as required.

Core duties and responsibilities

Competency Program Management

- Leads and manages the development, implementation and ongoing maintenance of new and existing competency frameworks or nominated roles across the PTA, including the development and modification of frameworks, statements, assessments and associated policies, procedures, training and documentation.
- Ensures that all Competency frameworks adhere to relevant legislative, regulatory rail and safety requirements.
- Is the key conduit / contact between operational divisions and POD areas on competency development and management e.g. Systems and Reporting, RTO, Operational Training, HR Services.
- Ensures the ongoing coordination, maintenance and administration of the PTA's Competency Program.
- Monitors the competency of Field Assessors including their induction and ongoing support.
- Oversees Competency Program induction for new managers and competency assessors, as required.
- Identifies and implements opportunities for continuous improvement and development within the role.

Stakeholder Management

- Acts as a critical conduit and contact point between divisional Executives, Senior and branch managers, the competency team and the POD Division.
- Provides expert advice and support to stakeholders, at all levels, in relation to competency management, frameworks, standards and assessment matters.
- Is a liaison between the Executive Director POD and PTA stakeholders for feedback on national competency frameworks/matrices, national qualifications and issues. Represents the PTA at relevant forums as necessary including local, state and national bodies.
- Works collaboratively and partners with own team, divisional trainers and managers as well as other stakeholders to deliver desired competency outcomes for the PTA.
- Chairs technical working groups any other groups / committees as necessary.
- Provides mentoring and support to other staff as required.

Reporting

- Ensures all competency documentation and records and their integrity are maintained to required standards.
- Tracks and records completed competency assessments and reports on progress of nominated staff / occupations as required.
- Evaluates and reports on overall PTA wide program objectives / results.

Other

- Maintains professional development to keep abreast with contemporary competency, standards and learning and assessment issues.
- Undertakes other duties as required.

SELECTION CRITERIA

1. Core Competencies

- Relevant technical expertise, including:
 - Relevant competency management experience, preferably, but not essential, in a rail and /or highly regulated environment.
 - Demonstrated experience with and understanding of national quality standards for learning and assessment in the VET sector and Australian Qualifications Framework (AQF).
 - Demonstrated ability to work effectively within a legislative and regulatory environment.
 - Demonstrated ability to develop, interpret, apply and advise on relevant policies and procedures.

2. Leadership and Management

- Strong leadership skills including a demonstrated ability to:
 - Empower, motivate, manage and develop staff at all levels;
 - Steer and implement change effectively within a discipline; and
 - Effectively secure and manage resources.

3. Communication and Interpersonal

- Well-developed interpersonal and communication (written and verbal skills), including a demonstrated ability to effectively:
 - Work collaboratively and in partnership with a broad range of stakeholders across all levels to achieved desired competency outcomes;
 - Work effectively in a team environment; and
 - Prepare a range of written documentation (including reports, briefing papers, policy documentation and written correspondence).

4. Conceptual/Analytical/Problem Solving

- Well-developed research, analytical and problem-solving skills, including a demonstrated ability to:
 - Analyse and interpret complex data and information and present and communicate this information simply and in a way that drives results.
 - Apply innovative thinking to problem-solving and continuous improvement within the workplace.
 - Identify and contribute to ongoing improvements.

5. Organisational

- Well-developed planning and organisational skills, including a demonstrated ability to:



- Organise and complete work in a timely manner with accuracy and accountability;
- Manage competing demands and deadlines; and
- Apply sound judgement, use initiative and work with minimal supervision.

6. Personal Attributes

- Demonstrates professionalism at all times and committed to providing a high level of customer service.

7. Computer Literacy

- Highly developed computer skills including MS Word, PowerPoint and Excel.

8. Special Requirements

- Certificate IV Training and Assessment – desirable (or willingness to work towards within first 6 months)
- 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.

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

