



Job Description Form

Our Purpose

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

Position Title

Workplace Trainer & Assessor – Control Systems

Level

6

Position Number

36855
(Nominated)

Division/Directorate

Information Management & Operational Systems

Branch/Section

Operational Technology

Effective Date

August 2023

Health Task Risk Assessment Category

3

Reporting relationships

Superordinate: Manager Operational Technology, Level 8

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 Control Systems and other Information Management & Operational Systems (IMOS) functions, 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 Control Systems and other IMOS 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 Control Systems and other IMOS 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 Control Systems and other IMOS 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.

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 for Control Systems related tasks, including:
 - In-depth field experience in maintaining and constructing real-time control systems.
 - Sound knowledge of current Railway Signalling Technology.
 - Solid experience in the maintenance, configuration and operation of IT servers, workstations, storage and software.
- Diploma in Information Technology, Telecommunications, Electronic Engineering or equivalent experience
- Possession of Certificate IV in Training and Assessment or equivalent qualification or ability to achieve the qualification within an agreed timeframe.
- Demonstrated understanding of safe work practices and safety management systems.

2. Communication and Interpersonal

- Well-developed written, verbal and interpersonal communication skills, including a demonstrated ability to:
 - Build and maintain effective working relationships with a wide range of people.
 - Work effectively within a team environment.
 - 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 on a range of identified issues and apply outcomes to achieve operational objectives and resolve problems.

4. Organisation

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

5. Computer Literacy

- Sound numeracy and computer literacy.

6. Personal Attributes

- Demonstrated
 - Commitment to safety.
 - Willingness to participate in ongoing development and training.
 - Capacity to use initiative and appropriate judgement, and work in a reliable and responsible manner.

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.
- Possession of a current Western Australian 'C' or 'C-A' Class Driver's License or equivalent.
- Ability to occasionally work extended and unsocial hours when required.
- 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:
 - Supervised Worker (SW) 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