

Training Coordinator, Environmental Services

Strategic Asset Services

Position number	00018321
Agreement	Public Sector CSA Agreement 2021 or as replaced
Classification	Level 4
Reports to	Senior Asset Services Consultant (Level 6)
Direct reports	Training Officer – Hygiene x2 (Level 3) Training Officer – Grounds (Level 3)

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 communication and 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

- Develop training programs and professional development workshops for school cleaners and gardeners and other school staff such as managers corporate services, when required.
- Develop training materials and publications that meet the Department's requirements.
- Manage the Training Officers and monitor effectiveness of training programs and professional development.
- Evaluate effectiveness of training and monitor delivery to ensure necessary competencies are transferred and retained by cleaners and gardeners and other staff, as appropriate.

Branch Support

- Assist in ensuring compliance with the Directorate's and Division'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.
- Monitor and manage staff leave entitlements to ensure accrued leave is cleared within a reasonable timeframe and in accordance with relevant industrial instruments and Departmental policy.
- Manage staff performance in accordance with the Public Sector Performance Management Standard and Departmental policy.
- Contribute to change management projects relevant to the Directorate.
- Represent the Directorate, as required, on intra and inter agency committees and working parties.

Customer and Stakeholder Support and Liaison

- Provide information and advice to senior management and prepare departmental responses to enquiries from schools.
- Maintain a strong focus on customer service delivery and continuous improvement of services.
- Build alliances with customers and stakeholders across the Department to enable development and delivery of training outcomes and to promote service capabilities.
- Develop and maintain effective communication links and working relationships within the Division and across the Department to ensure access to specialist training knowledge.

Selection criteria

1. Demonstrated considerable skills and experience in the design, development, delivery and evaluation of adult learning and development programs, particularly competency-based training and assessment resources.
2. Demonstrated highly developed conceptual and analytical skills, including the ability to identify problems and provide overviews and strategies to address them.
3. Demonstrated well developed organisational skills, including management of priorities and timelines while working independently..
4. Demonstrated well developed written, oral and interpersonal communication skills, including the ability to collaborate, liaise and negotiate with individuals at all levels
5. Demonstrated well developed computer skills, including working knowledge of spreadsheets, word processing and the development of digital presentations.

Eligibility and training requirements

Employees will be required to:

- hold a relevant tertiary qualification or possess equivalent practical experience in training development and delivery
- 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 driver's licence and be prepared to travel to regional areas when requested to deliver training or undertake peripheral duties
- complete the department's induction program within 3 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 6 months of appointment
- complete the Department's Aboriginal and Torres Strait Islander cultural awareness online course within 3 months of commencement.

Certification

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

ENDORSED

Date 18 October 2022
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