

## POSITION DESCRIPTION

### Position Details

<b>Position Title:</b>	Training and Development Officer
<b>Award Classification:</b>	Level 6-7
<b>Employment Conditions:</b>	<i>Queensland Local Government Industry (Stream A) Award – State 2017</i>
<b>Department / Branch:</b>	Office of CEO / Human Resources
<b>Principal Location:</b>	Shire Office, Hughenden
<b>Reports to:</b>	Manager Human Resources
<b>Direct Reports:</b>	Nil

### Flinders Shire

<b>Our Vision:</b>	Flinders Shire – a place of discovery, opportunity and lifestyle	
<b>Our Mission:</b>	To promote quality of life through leadership, attitude and respect	
<b>Our Values:</b>	<ul style="list-style-type: none"> <li>• A Caring Philosophy</li> <li>• Pursuit of Excellence</li> <li>• Teamwork</li> <li>• Local Ownership</li> </ul>	<ul style="list-style-type: none"> <li>• Communication</li> <li>• Leadership</li> <li>• Recognition</li> </ul>

### Council Structure

#### Office of the Chief Executive Officer

- Investment, Attraction & Economic Development
- Executive Support
- Human Resources

#### Corporate & Financial Services

- Financial Control
- Information & Communication Technology
- Business & Customer Services
- Governance & Regulatory Compliance
- Workplace Health & Safety

#### Community Services & Wellbeing

- Community Development & Engagement
- Tourism
- Community Care
- Regional Marketing & Promotion
- Media / Communications

#### Engineering

- Open Spaces & Community Assets
- Asset Management
- Project Management
- Roads & Infrastructure

### Position Objective

This position contributes to the development of a strong learning culture by designing, developing and delivering engaging training programs and people initiatives. This position collaborates across Council to identify current and required competencies, capabilities and skills and creates targeted learning solutions that support employee growth and the achievement of Council's strategic objectives.

As a representative of Council, demonstrated professionalism and a commitment to a high level of service and continuous improvement in the best interest of Council and the Community are essential.

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## **Key Responsibilities**

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### ***Training and Development***

- Develop, update, and ensure currency of training policies and procedures
- Development and management of Councils position competency profiles and training needs analysis in consultation with Directors and Managers
- In consultation with key stakeholders, develop, implement and coordinate an annual training plan and packages that align with current legislative compliance and organisational requirements as well as the Australian Qualifications Framework where needed
- Ensure competency training requirements and gaps are identified and managed in consultation with the relevant work areas, including scheduling of assessments and maintaining accurate data
- Source training providers as required in line with Council's Procurement Policy and budgetary constraints
- Schedule training activities across Council including management of registrations, training attendance records, facilities bookings and venue set up.
- In consultation with Workplace Health and Safety, coordinate the delivery of on-the-job training including plant assessments and verification of competency's (VOC) either through Council or external providers (as appropriate)
- Coordinate and facilitate Council's employee induction program
- Identify and provide advice on learning and development opportunities and training needs
- Maintain a skills/capability database using a Council's reporting system, ensuring accurate records relating to staff training and accreditations and report on learning and development outcomes
- Work with the Senior Human Resources Officer in coordinating apprentice and trainee programs including monitoring progression and providing advice and support to managers and apprentice/trainees
- Manage the acquittal process for funding related to apprentices and trainees
- Work with the Senior Human Resources Officer to coordinate Council's Work Experience/Mentoring programs

### ***General***

- Consistently complete allocated tasks to a high standard and within agreed timeframes
- Undertake other tasks up to and including your competency and level
- Actively promote the values of the organisation to staff
- Actively participate in identifying, recommending, developing and implementing measures through which allocated tasks and responsibilities may be carried out more effectively and efficiently

### ***Administration***

- Ensure general administration and records management requirements are being met
- Provide courteous and professional customer service to internal and external customers and conduct all transactions in an ethical and efficient manner
- Contribute positively to a supportive team-based work environment and participate in team meetings and training sessions as required
- Ensure that requests are acted on and reported upon in accordance with Council Policy
- Keep your supervisor/manager appropriately and adequately informed on the current state of activities relevant to your role and to highlight in advance any points likely to influence Council operations or relations with ratepayers and/or the public
- Maintain a personal time management system to ensure deadlines are met; to ensure that other staff of the Council are given due notice and time to comply with deadlines so that their own personal planning is not inconvenienced

### ***Organisational Continuous Improvement & Quality Management***

- Willingness and ability to adapt to challenge and opportunities:
  - changing workforce capabilities through multiskilling, succession planning, knowledge management

- changing technologies and operational procedures by expanding your knowledge of future trends and required competencies
- Willingness and ability to set the example and live the values
- Willingness and ability to advocate a positive and constructive organisational culture
- Willingness to accept responsibility for your own actions and decisions, and to be held accountable for such
- Willingness and ability to integrate the competing demands of work, home, community and self

### **Corporate Responsibilities**

All employees are bound by the *Queensland Local Government Act 2009* to act with integrity, and in a way that shows proper concern for the public interest. All employees are responsible for acting in accordance with the Flinders Shire Council Code of Conduct and other relevant policies, procedures and protocols as may be applicable to the role.

### **Workplace Health & Safety**

All workers have a duty to familiarise themselves with and comply with statutory and Flinders Shire Council Work Health and Safety (WH&S) requirements, including the WH&S Management System, and WH&S Policies, Procedures and work instructions.

In fulfilling this duty, workers are to:

- Take reasonable care for his or her own health and safety.
- Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons.
- Comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person in control of the business or undertaking (PCBU) to allow the person to comply with the *Work Health and Safety Act 2011* (e.g. wearing of Personal Protective Equipment as instructed).
- Cooperate with any reasonable Policy or Procedure of the PCBU relating to health or safety at the workplace that has been notified to workers (e.g. reporting of incidents).
- Participate in the consultation and communication processes as prescribed in the *Consultation, Cooperation and Coordination Code of Practice 2021*.

### **Other Requirements**

- This position operates from Council's Administration Office in Hughenden, however, may be required to travel within the Local Government Area and work outside of standard business hours to meet the requirements of the role.
- Travel (including outside of normal hours) to attend training may be required
- The incumbent must be:
  - prepared to work flexible hours to meet the requirements of the position;
  - willing to obtain a 'Suitability Card' to enable the incumbent to work with or supervise people less than eighteen (18) years of age if required;
  - medically fit and physically capable to meet requirements of the position;
  - Prepared, if required, to undertake a medical assessment by Council's medical practitioner; and
  - Prepared, if required, for Council to undertake a Criminal History Check

### **Organisational Relationships and Delegations**

Internal: Human Resources Team and other portfolios across Council

External: General public, government departments, contractors, suppliers and community groups

Delegations: The Training and Development Officer works under limited direction, has the skills to manage time and organisational priorities. This position has delegated decision making and purchasing authority in accordance with Council's Delegation Register and Procurement Policy.

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**Selection Criteria**

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**Essential**

1. Significant experience in a training and development or similar role
2. Demonstrated experience in the development, implementation and delivery of training needs analysis, learning and development plans and face-to-face training
3. Highly developed communication skills including a demonstrated ability to consult, liaise, influence, and provide advice/education
4. Highly developed time management skills with the ability to handle competing priorities.
5. Highly developed oral and written communication skills with a strong focus on and commitment to quality customer service
6. Comprehensive knowledge, or demonstrated ability to gain knowledge of Council processes, policies and systems
7. Demonstrated high level attention to detail
8. Demonstrated ability to effectively operate computer systems including HRIS and MS Office Suite
9. Ability to work autonomously with support from management
10. Well-developed time management with the ability to adapt to conflicting and changing priorities
11. Commitment to uphold Council's Code of Conduct, Workplace Health and Safety and Anti-Discrimination policies.
12. Current Drivers Licence

**Desirable**

13. Certificate IV in Training and Assessment or equivalent, while not essential, would be highly regarded
14. Experience in Local Government environment

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**Authorisation**

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**Position Approved By:** Bruce Davidson, Interim Chief Executive Officer

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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**Receipt and Acknowledgement**

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I, \_\_\_\_\_ have received a copy of the attached position description. I have read this position description, and I understand all my job duties and responsibilities. I further understand that my duties may change on a temporary or regular basis according to the needs of the Council without it being specifically included in the position description. I will be notified of these changes in writing and have an opportunity to ask any questions with my immediate supervisor. I have discussed any questions I may have about this position description prior to signing this form.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_