

Position description

Title:	Human Resources / Training Coordinator
Branch/Department:	Business Services - Human Resources
Status:	Full Time or Part Time (negotiable)
Location:	Belgrave
Reports to:	Human Resources Manager
Direct Reports:	Nil
Hours/Days of Work:	Monday to Friday 9.00 to 5.00pm usually – some requirement to work evenings or weekends by negotiation
Requirements:	Current Victorian Working with Children Check (WWCC) Resolved National Criminal History Check and participation in periodic checks Completed a National Transport Commission Category 3 Health Assessment Medical

Job Purpose

This is a generalist human resources position supporting the Human Resources Manager in all human resources functions including but not limited to recruitment and selection, policy development, workforce planning, employee relations and learning and development.

Partnering with the organisation's stakeholders, this position will drive the formulation and oversight of a training and development framework that meets compliance and regulatory requirements.

Key Duties & Responsibilities

General Human Resources

- Assist in the document creation and management for human resource related matters, including but not limited to employment contracts, position and role descriptions, file management, database management
- Participation in recruitment, selection and onboarding processes
- Policy review and development – identifying and recommending improvements to HR policies and processes, practices
- Participate in HR related projects including but not limited to engagement survey response plans, investigations, remuneration framework development, wellbeing initiatives
- Research and stay up-to-date with Human Resource legislation, and contemporary people management methods and techniques

Learning and Development

- Through skills gap/learning needs analysis identify strategies, systems and programs that are effective, responsive and appropriately suited to building organisational capability, support standardised organisational practice and meet regulatory requirements
- To identify, evaluate, review and provide high quality contemporary advice on learning and development options and opportunities to enhance organisational capability and performance and meet the organisations objectives
- Identifying critical areas of capability risk, identifying strategies and development plans to support key managers to address shortfalls

- Working with department leaders to ensure training programs throughout the organisation are fit for purpose are of a consistently high level, delivered with appropriately qualified personnel and meet compliance requirements
- Establish, implement, and monitor progress of a corporate compliance training calendar utilising appropriate internal or external training programs
- Review, design and develop appropriate organisational training templates, tools and processes
- Develop relationships and engage training providers, both internal and external
- As required design and deliver training programs, in person or in an e-learning environment
- Explore and provide advice on the application of various training methods including coaching, mentorships, apprenticeships or secondments
- Communicate and market training initiatives through existing and new promotional mediums
- Assess instructional effectiveness (trainee and trainer point of view) and determine the impact of training on employee skills and KPIs
- Maintain an updated curriculum database and training records
- Design and deliver train-the-trainer sessions for internal subject matter experts
- Monitor and assist in the evaluation of processes, procedures and programs for learning and development ensuring they remain effective and relevant, meet governance requirements and organisational standards
- Monitor, evaluate and provide advice on the identified training requirements in employees' Performance Development Plans (PDP) to enhance organisational performance
- Ensure all training is aligned with, supports and facilitates achievement of desired behaviours, standards and the organisations culture and values

General responsibilities

- May have direct contact with children and will be required to follow all appropriate policies
- Maintain a Child Safe environment including reporting responsibilities and procedures
- Will actively participate in continuous improvement – learning and development programs and performance management programs
- Maintain behaviours in line with company values and adhere to all company values, principles, policies and procedures
- Other tasks and duties as requested

Key Competencies

- A strong focus and commitment to quality, compliance and reporting requirements.
- An ability to provide high-level advice in the identification and delivery of appropriate training programs to meet development needs
- Well-developed interpersonal, verbal and communication skills, with the ability to communicate at all levels
- Demonstrated reliability in meeting deadlines and commitments, with an ability to set realistic goals, problem-solve and establish work priorities
- Demonstrated skills and experience in training coordination/course design and the application of the Australian Qualifications Framework
- Flexible and adaptable with ability to multi-task
- Ability to work un-supervised and under pressure
- Strong organisational skills, with ability to prioritise and follow-through
- High standard computer skills including Microsoft suite

Qualifications & Experience Required

- Tertiary qualifications (diploma/degree) in Human Resources, Learning and Development or related fields
- Demonstrated experience in generalist people management
- Demonstrated experience in developing, delivering and evaluating training programs.
- Certificate IV in Workplace Training and Assessment
- Broad knowledge of AQF Training Packages and their application in the creating on training programs

Key Relationships

- PBR staff, volunteers and visitors
- External stakeholders including elected officers and senior management in public and private organisations, such as training providers

Health & Safety

Employees have a responsibility to:

- Participate in the development of a safe and healthy workplace.
- Comply with instructions given for their own safety and health and that of others, in adhering to safe work procedures.
- Co-operate with management in its fulfilment of its legislative obligations.
- Take reasonable care to ensure their own safety and health and that of others, and to abide by their duty of care provided for in the legislation.
- To report any injury, hazard or illness immediately, where practical to their supervisor.
- Not place others at risk by any act or omission.
- Not wilfully or recklessly interfere with safety equipment.

The following health and safety factors are relevant to this position

Frequent (occurs 1/3-2/3 of time)	Constant (occurs 2/3+ of time)
<ul style="list-style-type: none"> • Manual handling task (0 – 9kg) • Gripping, holding, clasping with fingers/hands 	<ul style="list-style-type: none"> • Hand/arm movement i.e. stacking, reaching, typing and sorting • Walking on uneven surfaces • Sitting at workstation • Responsibility for the safety of others

Additional Notes

- Some weekends and public holiday work will be required on a rostered and negotiated basis
- As Puffing Billy Railway’s peak time is during the Victorian school holiday period, taking leave during school holidays is limited
- Puffing Billy Railway is a child-safe organisation. All employees and volunteers are required to undergo a National Police Check, a Working with Children Check and sign our Child Safe Policy and Child Safe Code of Conduct.
- PBR is a zero drug and alcohol workplace – workplace participants maybe subject to unannounced drug and alcohol testing

Acknowledgment

I have read and understood the above position description and I agree to undertake the duties outlined. I declare that I have no health, medical or other restrictions that would affect my ability or capacity to undertake these duties in a safe manner.

Employee
 Name: _____
 Employee
 Signature: _____

Date: _____



Approved By:	Peter Abbott	Date:	September 2021
Last Updated By:	Elizabeth Oxworth	Date:	September 2021



Puffing Billy Railway's staff and volunteers are committed to providing positive experiences for children in an environment that is caring, nurturing and safe.

Our Children, Our Focus, Our Future, Speak Up!

DRAFT