

## POSITION DESCRIPTION

1. POSITION DETAILS			
<b>Position Title</b>	Training and Development Coordinator	<b>Designation and Classification Level</b>	Level 6
<b>Position No</b>	2156	<b>Division</b>	Corporate Services and Sustainability
<b>Business Unit</b>	Human Resources	<b>Reports To</b>	Human Resources Manager
<b>Location</b>	Katherine	<b>Date Created</b>	October 2020
2. POSITION CONTEXT			
<b>Position Summary/ Purpose</b>	<p>The role of the Human Resource Department is to facilitate the achievement of Council's objectives by the development and application of appropriate human resource and skills development policies and procedures, and to act as a key link between Council management and Council staff. The primary duty of the Training and Development Coordinator is to evaluate, develop and implement effective interactive training programs to support RGRC employee development and Council enhancement.</p>		
3. KEY RESPONSIBILITIES			
<p><b>1. Service Delivery, Planning and Monitoring</b></p> <ul style="list-style-type: none"> <li>• Design and develop training plans (outsourced and/or in-house) for employees incorporating essential training, reflecting individual skills gaps and requirements for RGRC.</li> <li>• Select appropriate training methods or activities (e.g. simulations, mentoring, on-the-job training, professional development classes).</li> <li>• Conduct RGRC wide training needs assessment and identify skills or knowledge gaps that need to be addressed.</li> <li>• Use known education principles and stay up-to-date on new training methods and techniques.</li> <li>• Design, prepare and order educational aids and materials.</li> <li>• Assess instructional effectiveness and determine the impact of training on employee skills and KPIs.</li> <li>• Gather feedback from trainers and trainees after each educational session.</li> <li>• Partner with internal stakeholders and liaise with experts regarding instructional design.</li> <li>• Maintain staff training records.</li> <li>• Manage and maintain in-house training facilities and equipment.</li> <li>• Assist in the development of a succession planning model for key roles in the organisation.</li> <li>• Source and evaluate external training providers to ensure that cost effective skills and development is provided.</li> <li>• Contribute to the development of induction programs and internal staff training for employees and deliver training courses to groups of employees as required.</li> <li>• Provide identified training requirements to new positions in conjunction with RGRC, workforce development and salary bands.</li> <li>• Other reasonable duties within the scope of the relevant level as instructed by the Human Resources Manager.</li> </ul> <p><b>2. Organisational Sustainability</b></p> <ul style="list-style-type: none"> <li>• Assist in the provision of effective communication to all staff regarding training and workforce development.</li> <li>• Assist to ensure all managers and supervisors are aware of the system and how it can reflect their needs.</li> <li>• Assist in ensuring that all position descriptions reflect the essential skills designated for this job role and the time frame to implement.</li> <li>• Design and maintain a matrix of essential skills for each job role within RGRC.</li> </ul>			

### 3. Quality and Continuous Improvement

- Participate and contribute to the planning processes, policy and procedure formulation as pertains to area of responsibility.
- Complete reports and contribute to ensuring a cycle of continuous improvement is embedded in the way services are provided.
- Maintain confidentiality on all issues related to Council and employee programs.
- Act and communicate in a responsive, respectful and professional manner at all times.

### 4. Work Health and Safety (WHS)

All Council staff have a duty of care and a legal obligation to ensure that they:

- Undertake work in a manner that is not harmful to their health and safety or the health and safety of others
- Proactively identify and address potential risk to ensure the safety, so far as is reasonably practicable, of service users, staff, volunteers, stakeholders and the organisation in accordance with legislated responsibilities and Council's Quality and Risk Management System
- Comply with the Council's WHS Management System requirements particularly manual handling, infection control, emergency, food safety and personal protective equipment requirements
- Attend and actively participate in WHS and other mandatory training
- Monitor workplace conditions and report:
  - Ideas which may improve health and safety
  - Any work related or personal injury or illness (where it may affect their ability to work safely)
  - Any work-related incident they witness, including bullying and harassment
  - Hazards and incidents including any malfunction or inadequacies of equipment
  - Correct minor hazards as applicable.

## 5. SELECTION CRITERIA

### ESSENTIAL

1. Diploma or Advance Diploma in Training, Business or Human Resource Management, or a minimum (2) years' work experience as a Training Coordinator, Trainer, Training Facilitator or similar role.
2. Hands-on experience coordinating multiple training events in a corporate and/or community setting.
3. Proven ability to complete full training cycle (assess needs, plan, develop, coordinate, monitor and evaluate).
4. Familiarity with traditional and modern job training methods and techniques.
5. Advanced organisational skills with the ability to handle multiple assignments.
6. Demonstrated experience to implement, design and maintain a professional training and workforce development system.
7. Excellent communication skills - a positive and encouraging interpersonal style, and the ability to draft quality correspondence and reports.
8. Demonstrate a commitment to working constructively in a small team, whilst taking responsibility for organising own work.

### DESIRABLE

1. Previous experience in a similar position within the Local Government Industry.

### MANDATORY REQUIREMENTS

1. Be an Australian Resident or provide the current, relevant Visa to work within Australia (Please note that RGRC do not currently undertake sponsorship).
2. Current Criminal History Check (issued within three (3) months) or undertake Criminal History Check prior to commencement of employment and renew as required throughout period of employment.

3. Current Northern Territory "C" Class Drivers Licence.
4. Current Working with Children Clearance (OCHRE Card) required at the commencement of employment or a current receipt of an application for an exemption to be approved by SAFE NT.

#### TRAVEL REQUIREMENTS

This position is based in Katherine and you may be required to travel and work in remote communities, including overnight stays, in the Roper Gulf Regional Council area.

#### 5. ACKNOWLEDGEMENT

<b>GENERAL MANAGER</b>	<i>[Signature]</i>	<b>Date Approved:</b> 14/1/2023	<b>Signature:</b> <i>[Signature]</i>
<b>Employee Name</b>		<b>Date:</b>	<b>Signature:</b>

