

BARKLY REGIONAL COUNCIL



Senior Training Officer (1423000)

1. Position Objectives

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.

Travel Requirements

This position operates from Council's Administration Office in Tennant Creek, however, you may be required to travel within the Local Government Area and work outside of standard business hours, from time-to-time, to meet the requirements of the role.

2. Key Responsibilities

Training and Development

- Develop, update, and ensure currency of training policies and procedures.
- Development and management of Council's 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 Coordinator in coordinating apprentice and trainee programs including monitoring progression and providing advice and support to managers and apprentice/trainees

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 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.
- 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.

Other

- You will be required to perform your duties in Tennant Creek or elsewhere within the Barkly Regional Council authority area as reasonably directed by the Council.
- Ensure that the highest professional standards and Barkly Regional Council values are upheld at all times.
- Demonstrate commitment and enthusiasm to promote the principle of Diversity, Equity, Inclusion, and Belonging (DEIB) in employment and service delivery.
- Work safely and promote a safe working environment in accordance with Work Health Safety (WHS) legislation and Barkly Regional Council's policies and procedures.
- The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the Barkly Regional Council. The position holder will be expected to undertake other duties as appropriate to the position classification and as requested by his/her/their manager.

Our Values

Our values inform how we work and are reflected in our employees and services.

Our values are founded in the service standards and are lived out through our interactions with each other.

- ✓ We believe that all people in all communities are equal in dignity and have equal rights.
- ✓ Our employees are committed to working with people and communities in a way that values them, that are non-discriminatory, and that promote social justice.
- ✓ We are committed to the common good. Our employees work with people to ensure that they have access to the resources and services they need to effectively participate in the community.
- ✓ Our employees value the contributions of clients and communities and foster local community-driven services.
- ✓ Our Reconciliation Action Plan will be used to create a greater understanding of how we can best deliver services and support to all communities of the Barkly.

3. Key Accountabilities

- Develop and maintain training policies and coordinate an annual training plan in consultation with stakeholders to meet compliance and organisational needs.

- Collaborate with managers to create competency profiles, conduct training needs analyses, and identify gaps, ensuring accurate scheduling and records management.
- Organise training activities, manage registrations and logistics, and facilitate on the job training, including competency verification.
- Oversee the employee induction program, identify learning opportunities, and maintain a skills database, reporting on training outcomes.
- Coordinate apprentice and trainee programs, manage funding acquittal processes, and provide guidance to support their progression.

4. Organisational Relationship

Position Title:	Senior Training Officer (1423000)
Reports to:	Manager Human Resources (1420000)
Department:	Office of the CEO
Supervises:	N/A
Internal Liaison:	Chief Executive Officer Manager Human Resources Senior Human Resources Coordinator Recruitment Coordinator Apprentices and Trainees Other Council Staff
External Liaison:	Registered Training Organisations and Employment Service Providers Government and Non-Government Representatives Rate Payers, Residents, and Visitors

5. Knowledge and Skills

Organisational:

- Knowledge and understanding of Aboriginal Culture.
- Excellent time management and organisational skills.
- The ability to work within a team environment whilst also producing results working independently.
- Ability to manage multiple tasks effectively with a degree of flexibility within a changing work environment.

Interpersonal:

- A willingness to work in a remote and sometimes demanding environment.
- Demonstrated ability to work within tight timeframes and regularly monitor deliverables.
- Ability to successfully interact with people at all levels.

Change Management:

- Ability to recognise issues and use initiative to identify and discuss proposed solutions.
- Ability to promptly respond to changed circumstances and make sound decisions to ensure the ongoing efficient and effective delivery of key deliverables within the role in the best interests of the Barkly Regional Council.

- Ensure compliance with and adherence to all legislative requirements and best practices at all times.

Commitment, Attitude, and Application to Duties:

- Provide courteous and prompt attention to requests for information.
- Demonstration of a positive and proactive attitude with strong initiative.
- Promote Barkly Regional Council in a positive manner at all times.
- Promote and encourage continuous quality improvement strategies for the delivery of accurate and timely documentation.
- Take responsible care to ensure one's own safety at work and that of other staff within the workplace.

6. Essential Criteria – Qualifications, Skills, and Experience

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 ELMO 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 Equal Opportunities policies.
12. A current Northern Territory Driver's Licence.
13. A current National Criminal History Check (within the last 3 months).
14. A current Northern Territory Working with Children Clearance (Ochre Card).

7. Desirable Criteria – Qualifications, Skills, and Experience

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

8. Wages and Allowances

Classification: Level 8 Pay Point 1

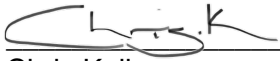
Barkly Regional Council Enterprise Agreement 2023

Status: Full-Time Permanent (up to 38 hours per week)

Annual Salary: \$87,014.91 per annum (\$3,346.73 per fortnight)
Zone Allowance: Tennant Creek Zone Allowance \$1.8900 per ordinary hour
SCG: 11.5%

9. Certification

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



Chris Kelly
Chief Executive Officer

04 / 10 / 2024
Date

10. Acceptance

I, _____ have read and understood the requirements of this position and hereby agree to the responsibilities as outlined above.

Signature

____ / ____ / ____
Date