

POSITION DESCRIPTION

1. POSITION DETAILS			
Position Title	Training and Workforce Development Coordinator	Designation & Classification Level	RGRC Level 5
Position No	1364	Directorate	Corporate Governance
Division	Human Resources	Date Created	September 2009
Location	Katherine	Date Approved	September 2009
Reports To	Human Resource Manager	Version Date	August 2017
2. POSITION CONTEXT			
Council Overview	<p>The Roper Gulf Regional Council provides a range of services over an area that spans 185,000 sq km (80% the size of Victoria) that covers the region east and southeast of Katherine, Northern Territory. The total estimated resident population of the Council is 6,919.</p> <p>Roper Gulf Regional Council incorporates eleven main communities and delivers services such as: Council Administration; Waste Management; Municipal Services; Sport & Recreation; Aged Care; Child Care and Youth Services; Libraries; CDP Programs; Power, Water and Sewerage Maintenance; Repairs and Maintenance and Tenancy Management; Night Patrol, Civil Works, and many more.</p> <p>The Council's mission statement is: "Working as one towards a better future through effective use of all resources". This serves to give strategic direction to the Council's service delivery and its partnerships with the NT and Australian Governments and other stakeholders.</p> <p>The overall vision of Roper Gulf Regional Council is to be a sustainable, viable and vibrant leader in improving the quality of family and community life in the Northern Territory.</p>		
Principal Objectives	<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.</p>		
Major Role and Challenges	<p>The Training and Workforce Development Coordinator is responsible for the provision of strategic support to the Human Resource Manager on employee skills development.</p> <p>The Training and Workforce Development Coordinator will be expected to;</p> <ul style="list-style-type: none"> To support the Human Resource Manager to implement and maintain professional skills development systems throughout Council. To support in the development and implementation of skills development policies as outlined in the Local Government Act and as required by Council. Assist in inductions to groups of staff at head office and/or at remote service delivery centres; Effectively contribute as a member of a team in the management of the Council and promote a safe and harmonious work environment. Manage competing deadlines and balance priorities under pressure with efficiency and professionalism. Use initiative and highly developed problem solving techniques to ensure corporate support tasks are carried out efficiently and effectively. 		
Key Interactions/ Relationships	<ul style="list-style-type: none"> Human Resource Manager Human Resource and Customer Service team members RGRC Directors, Managers & employees CEO, Government and Non-government Agencies External customers 		
Special Conditions	<ul style="list-style-type: none"> An incumbent may be required to drive considerable distances in the course of their duties and must possess a current Class C Drivers Licence with a manual driving capacity. Out of hours work and travel to remote communities necessitating overnight absences will be required. Appointment will be to a specific and depending on organisational needs. The incumbent may be assigned to other areas to perform work of a similar nature appropriate to the classification on a temporary or 		

	<p>continuing basis.</p> <ul style="list-style-type: none"> • Prior to employment with Roper Gulf Regional Council you must obtain the following; <ul style="list-style-type: none"> - Undertake a new criminal history check at commencement of employment with RGRC - Be an Australian Resident or provide the current, relevant Visa to work within Australia (Please note that RGRC do not currently undertake sponsorship)
Authority to Act / Delegations	<ul style="list-style-type: none"> • Financial Delegations – Nil
3. KEY RESPONSIBILITIES	
Training Skills & Development	<ul style="list-style-type: none"> • Identify and implement development plans and programs which ensure a high degree of competence. • Coordinate regular skills development needs analysis. • Record identified needs from performance reviews and implement relevant training in a timely manner • Assist in the development of a succession planning model for key roles in the organisation. • Ensure the focus of workforce development is maintained and continuously improved upon. • Source and evaluate external training providers to ensure that cost effective skills and development is provided. • Contribute to the development of induction programs for employees and deliver induction courses to groups of employees as required and on a 6 monthly rotation within the regional centres of the Council. • Ensure logs are maintained of inducted staff. • Design and implement training resources for in-house delivery of identified units. • Provide internal training programs as required • Maintain statistical data in relation to staff skills development. • Design & maintain a matrix of essential skills for each job role within RGRC. • Develop training plans for employees incorporating essential training, reflecting individual skills gaps and requirements for RGRC. • Provide reports to the Human Resource Manager as required.
HR Systems	<ul style="list-style-type: none"> • Assist in the provision of effective communication to all staff regarding training and workforce development. • Assist to ensure all managers and supervisors are aware of the system and how it can reflect their needs.
Position Descriptions / Job Evaluations	<ul style="list-style-type: none"> • Provide identified training requirements to new positions in conjunction with RGRC, workforce development and salary bands. • Assist in ensuring that all position descriptions reflect the essential skills designated for this job role and the time frame to implement.
Organisational Issues	<ul style="list-style-type: none"> • Manage general correspondence – ensure it is administered in a timely and accurate manner. • Monitor and identify opportunities to enhance service provision.
Policies & Procedures	<ul style="list-style-type: none"> • Assist the Human Resource Manager in the development and implementation of training and workforce development policies and procedures, and ongoing reviews. • Participate in the development of discussion papers, workshops and preparation of final draft policy issues and documents.
Work Health & Safety	<ul style="list-style-type: none"> • Ensure that all requirements of Work Health and Safety, EEO and other policy, legislative and regulatory responsibilities are observed by Council staff and contractors engaged by Council.
Other	<ul style="list-style-type: none"> • Other duties as directed by the Human Resource Manager
4. POSITION SKILLS / KNOWLEDGE / EXPERIENCE	
SELECTION CRITERIA	

Essential	<ul style="list-style-type: none"> • Certificate IV in Training and Assessment • Demonstrated experience to implement, design and maintain a professional training and workforce development system. • Demonstrate a commitment to Equal Employment Opportunity, Workplace Health and Safety and Cultural Diversity principles. • Knowledge and understanding of contemporary training and skills development issues and practices. • Excellent communication skills - a positive and encouraging interpersonal style, and the ability to draft quality correspondence and reports. • Proven high degree of computer literacy and well developed word-processing and computer application skills. • Highly developed time management and organisational skills – proven ability to work to and adhere to strict deadlines. • Demonstrate a commitment to working constructively in a small team, whilst taking responsibility for organising own work. • A strong customer service focus and service delivery 		
Desirable	<ul style="list-style-type: none"> • Previous experience in a similar position within the Local Government Industry • Tertiary qualifications in the areas of Management, Business, Human Resources, Training or other relevant discipline would be highly regarded 		
5. ACKNOWLEDGEMENT			
Appropriate delegate / Director or Manager		Date:	Signature:
Employee Name		Date:	Signature:
Revisions Due Date:	August 2019		