



The GEO Group Australia Pty Ltd.

POSITION DESCRIPTION

Position Title	TRAINING SPECIALIST
Reference Number	PD049
Department	HUMAN RESOURCES
Position Reports To	HUMAN RESOURCES MANAGER
Positions Reporting To This Role	NIL
Work Location And Travel	This position is located at Junee Correctional Centre on Park Lane, Junee, NSW 2663.
Operating Environment	<p>Junee Correctional Centre is located in Junee, New South Wales, 40 kilometres north-east of Wagga Wagga.</p> <p>Junee has been continually managed by GEO on behalf of Corrective Services NSW since opening in 1993. It is New South Wales' largest regional correctional centre.</p> <p>Junee's primary role is to safely and securely house up to 910 adult prisoners (or up to the capacity of available beds) and progress their sentence plans by delivering a comprehensive range of education, vocational training, reintegration and offending behaviour programs. Together, these lower a prisoner's risk of reoffending and increase the likelihood of successful community reintegration.</p> <p>The team at Junee achieves exceptionally high levels of prisoner engagement with its responsive interventions. This includes developing strategies that encourage and enable previously-marginalised prisoner groups such as Indigenous Australians and the chronically ill to participate.</p> <p>Interstate travel may be required.</p>
Position Summary	The Training Specialist is responsible for the coordination, development, implementation, management and evaluation of the Junee Correctional Centre training portfolio (guided by contractual obligations and GEO policy and procedures), which also includes maintaining RTO compliance.

Key Accountabilities

- Analyse staff training and development needs in a multi-disciplinary environment, and design (in consultation with appropriate manager / subject expert) suitable programs to meet those needs.
- Conduct or arrange training sessions that reflect training needs for staff from a range of disciplines.
- Prepare and maintain an annual calendar of scheduled training sessions including mandatory training, specialized training, internal and external and individual training.
- Create and maintain (both e-record and hard file) individual training records and track individual refresher requirements.
- Evaluate training and formally report to the centre's Strategic Training and Advisory Committee (STAC) or respective Departmental Manager on request.
- Manage and train internal trainers for specialised training requirements.
- Monitor work place trainers and assessors for currency, ensuring compliance with minimum standards and requirements are maintained.
- Provide budgetary and financial information relative to the training function as required.
- Co-ordinate the use of external training resources and maintain a database of training manuals, multimedia visual aids and other educational materials.
- Cooperate and comply with the relevant state legislation and contract obligations as well as GEO policy and procedures.
- Administer, maintain, complete and /or coordinate induction programs for all custodial and non-custodial staff, and authorized visitors.
- Manage training resources, activities and documentation to meet the standards required to maintain accreditation as a Registered Training Organisation.
- Coordinate an internal audit annually, ensuring compliance with RTO requirements.
- Liaise with the nominated Australian Apprenticeship Centre to maximise federal and state government incentives.
- Ensure all eligible employees are accessing traineeship incentives and manage the administrative process.
- Provide appropriate training statistics for monthly Human Resource reports.
- Other duties as directed by the Human Resource Manager.
- Co-operate with the employer's efforts to comply with the requirements of the WHS Act 2011. Accept responsibility for the health, safety and welfare of subordinates, inmates, contractors and

visitors under the employee's supervision. Comply with the employer's policies and procedures enabling compliance with the WHS Act 2011.

- Co-operate with the GEO Group Australia's efforts to establish, maintain and continuously improve the GEO Environmental Management System in accordance with the requirements ISO 14001, the GEO Quality Management System in accordance with the requirements of ISO 9001 and the integration of these systems. These GEO systems are based on best practice standards and where appropriate are also fully accredited.
- Ensure compliance with all Company Policies and Procedures and the Governance, Risk and Compliance Manual.

Key Selection Criteria:

Essential:

- Current Certificate IV in Training and Assessment or willingness to immediately commence and obtain the qualification (to be completed within 12 months).
- Demonstrated understanding of and interest in the management / coordination of workplace training and assessment in a diverse and challenging (training) environment, where the objective is to achieve a universally competent and effective workforce.
- Demonstrated experience and ability in the conduct of training and/or assessment; or relevant comparable skills and aptitude.
- Demonstrated high level interpersonal, oral communication and written communication skills as well excellent organisation and administration skills.
- Computer literacy, knowledge of information systems and proficient use of computer software including Excel, Word and PowerPoint.
- Ability to work unsupervised yet work as part of a team in a multi-disciplinary environment.
- Knowledge of Equal Employment Opportunity and Work Health and Safety legislative requirements.

Desirable:

- Experience within, or demonstrated understanding of, Operations Department policies, procedures and practices.
- Certificate III in Correctional Practice.

Other Requirements of the Role

- Ability to work within a correctional setting, which will involve direct contact with prisoners.
- Valid and current full Australian driver's licence.
- Satisfactory completion of a National Criminal History Check.

- Ability to obtain and maintain a security clearance.
- Work outside of ordinary business hours may be required on occasion.

Employee Acceptance/Manager Approval

I acknowledge that the statements included in this position description are intended to reflect duties and responsibilities that I may be required to undertake and are not to be interpreted as being all inclusive.

I have read, understood and accepted the above position description and associated attachments.

EMPLOYEE'S NAME	SIGNATURE	DATE

Manager Approval (of Position Description)

NAME	SIGNATURE	DATE
S. Brideoake		18.03.20

Master copy lodged with HO (SMT only)

Master copy lodged with department monitor