



### Living our corporate values ...

**Community  
Focused**

**Show  
Integrity**

**Encourage  
Innovation**

**Be Caring &  
Respectful**

**Commitment  
to Safety**

**Value  
Teamwork**

... to deliver progress and value to our community

## Training and Development Advisor

PD Version – May 2018

Next Review – May 2020

### Position Details

**POSITION NO:** 500 061

**DEPARTMENT:** Human Resources

**POSITION LOCATION:** Parkes

**EMPLOYMENT STATUS:** Permanent Full Time

**REPORTING TO:** Human Resources Manager

**NO. OF DIRECT REPORTS:** 0

**BAND/LEVEL:** Administration/Technical/Trades Band 2, Level 1

**SALARY SYSTEM GRADING:** Grade 10-12

**ALLOWANCES** Nil

### Purpose of the Position

To coordinate and support the learning and professional development activities of Council's workforce. This will enable a skilled and well-developed workforce to assist Council to meet its organisational and community objectives, ensuring sustainability and succession planning into the future.

### Position Responsibilities

- To coordinate and continually improve Council's capability development framework assisting to maximise our people's performance
- Provide a point of reference and internal consultancy for supervisors and managers regarding education, training and development matters
- Co-ordinate and actively engage with external providers and other stakeholders regarding training and development procurement matters to ensure efficient and effective use of Council resources
- Ensure accurate and timely training and development related records are maintained to assist with the efficient and effective running of the organisation's related electronic learning management systems
- Oversight and coordinate the management of individual staff Learning Development Plans and Position Learning Plans. Maintain the process to provide up to date reporting and status of these plans.



- Support and promote traineeships, apprenticeships, cadetships and work experience/placement programs
- To undertake other duties as required by Parkes Shire Council, within the scope of the person's capabilities, knowledge and experience.

### Position Skill Descriptors – Grade 10-12

- Short term planning is required to coordinate activities and resources affecting the work area or other positions.
- Responsible for day to day decision making whilst complex problems are resolved by reviewing a range of options and recommending the best alternative to the next level.
- Ability to respond to complex enquiries that require detailed and careful explanation and complete standard forms and correspondence.
- Leadership and organisational skills are required to supervise and control a major work area involving frequent contact with staff to resolve minor problems.
- Manages area budgets.

### Position Qualifications and Experience Requirements

#### Qualifications:

- Certificate IV in Training and Assessment OR equivalent qualification or experience.
- Current and maintained NSW Driver's Licence

#### Experience:

- Minimum of 2-4 years relevant work experience.

*This training and other training required for this position is specified with the Learning Plan for the position.*

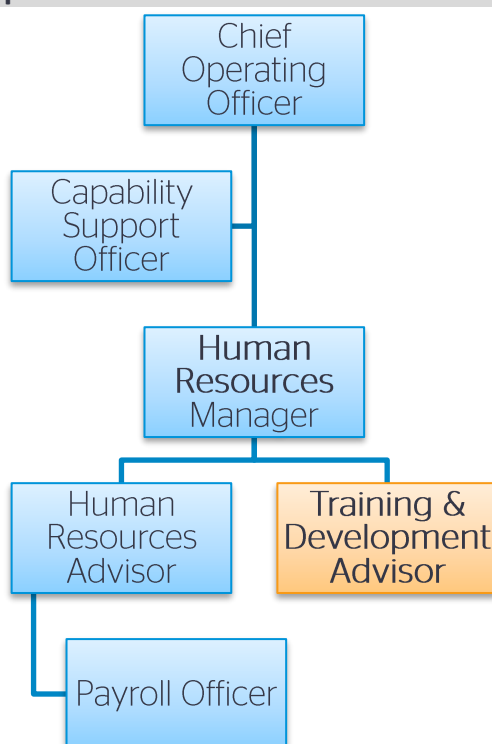
### WHS Responsibilities

Key Responsibility	Performance Requirements
To comply with all Council safety policies and procedures including applicable SWMSs, SOPs or Project/ Event Safety Management Plans	<ul style="list-style-type: none"><li>+ Work in a safe manner without risk to themselves, others or the environment.</li><li>+ Follow established and communicated safe work procedures at all times (this includes any permit requirements for high risk work).</li><li>+ Report all incidents, hazards, injuries, illness or property damage, theft or loss.</li><li>+ Participate in agreed WHS consultation arrangements</li><li>+ Participate in site inspections, site risk assessments (WASPs) or incident investigations as requested.</li><li>+ Seek assistance/clarification if unsure of WHS rules or procedures.</li><li>+ Report any faulty tools or plant.</li></ul>



	<ul style="list-style-type: none"><li>+ Correctly use and maintain all personal protective equipment provided as required.</li><li>+ Complying with emergency and evacuation procedures.</li><li>+ Participate in any required WHS training or induction.</li><li>+ Follow any verbal directions given by any Parkes Shire Council employee with regard to WHS.</li><li>+ Participate in WHSMS review activities as required/requested.</li></ul>
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### Organisational Relationships



### Position Delegations

This position has the following internal delegations:

- WHS



### Physical Requirements

<b>Neck Movement</b> (looking up, down, sideways)	<b>4</b>	<b>Dust</b> (expose airborne material ie. Dust)	<b>1</b>
<b>Reaching</b> (above shoulder height, forward/side extended)	<b>1</b>	<b>Gas / Fumes</b> (Working with gases or fumes)	<b>1</b>
<b>Hand/Arm Movements</b> (stacking, reaching, mopping, tool use)	<b>1</b>	<b>Liquids</b> (Tasks involve working with liquids which may cause skin irritations if contact is made with the skin)	<b>1</b>
<b>Bending/Twisting</b> (forward/ backward bending or twisting at waist)	<b>1</b>	<b>Noise</b> (Tasks involve exposure to high noise environments, and hearing protection is required to be worn)	<b>1</b>
<b>Kneeling/Squatting</b>	<b>1</b>	<b>Lighting</b> (Tasks involve working in dark or visually-poor environments)	<b>1</b>
<b>Leg Movements</b> (operate machinery)	<b>1</b>	<b>Temperature</b> (Task involve working in extremes of temperature - hot or cold)	<b>1</b>
<b>Standing</b> (upright without moving)	<b>1</b>	<b>Confined Space</b> (confined spaces work)	<b>1</b>
<b>Driving</b> (operate any mobile plant)	<b>1</b>	<b>Radiation</b> (Tasks involve magnetic or radiation sources)	<b>1</b>
<b>Walking</b> (even surfaces)	<b>1</b>	<b>Hazardous Substances</b> (Tasks involve working with hazardous substances)	<b>1</b>
<b>Walking</b> (uneven surfaces)	<b>1</b>	<b>Meeting Deadlines</b>	<b>3</b>
<b>Walking</b> (walking while manual handling object)	<b>1</b>	<b>Conflict Resolution</b>	<b>1</b>
<b>Walking</b> (up or down steep slopes)	<b>1</b>	<b>Sitting for extended periods</b>	<b>3</b>
<b>Climbing</b> (in and out of plant/car)	<b>1</b>	<b>Dealing with people</b>	<b>3</b>
<b>Climbing</b> (stairs, ladders, scaffolding)	<b>1</b>	<b>Underground Work</b>	<b>1</b>
<b>Manual Handling</b> (Tasks involve manual handling of objects - lifting, lowering, carrying, pushing, pulling, restraining)	<b>2</b>	<b>Personal Protective Equipment</b>	<b>2</b>
<b>Sight</b> (Use of sight as an integral part of task performance eg. Dark, fine detail)	<b>5</b>	<b>Manual Dexterity</b> (Tasks involve fine motor hand/finger use, including pinching, fine manipulation, keyboard use and writing)	<b>3</b>
<b>Sight</b> (Ability to discriminate between colours)	<b>1</b>	<b>Manual Dexterity</b> (Gross motor hand use; Gripping, holding, clasping)	<b>2</b>
<b>Hearing</b> (Effective hearing ability as an integral part of task performance)	<b>1</b>	<b>Task involves working in an awkward positions</b> Eg:	<b>1</b>
<b>Smell</b> (use of smell senses as an integral part of task performance)	<b>1</b>	<b>Cardiovascular Fitness level required for position</b>	<b>2</b>
<b>Balance</b>	<b>1</b>		

Keys	
	General Demands
	Sensory Demands
	Environmental Factors
	Other Demands
	Manual Handling
	Cardiovascular Fitness

Measures				
#	Physical		Manual Handling	Cardiovascular Fitness
1	Not applicable	Not Relevant to this position		
2	Occasional	Task is performed for 0-33% of the day	Light	Low (sedentary)
3	Frequent	Task is performed for 34-66% of the day	Moderate	Medium
4	Constant	Task is performed for more than 66% of the shift		
5	Repetitive	Work cycle is repeated < 30 sec & performed for > 60min	Heavy	High (constantly on feet, repetitive physical work)



### Training & Development Advisor

*The Position Description for this role should be reviewed and discussed with your Manager. Following the review, the PD should be signed, reflecting your understanding and acceptance of the role and responsibilities. The document should then be returned to the Human Resources Section.*

#### Position Incumbent

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

#### Supervisor

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

#### Director

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*This position description presents the major responsibilities required for this job title. Individual positions may require the performance of additional duties as assigned that are within the limits of the employee's skill, competence and training*