



JULY 2024

# Position Description

**Position Title:** Training Coordinator

**Position Number:** 1183

**Reporting to:** Human Resources and Industrial Relations Manager

**Location:** Geraldton

**Conditions of Employment:** Mid West Ports Authority General Staff Enterprise Agreement

## PURPOSE

To provide a dedicated MWPA Trainer and Training Coordinator and support MWPA learning and development needs.

## ACCOUNTABILITIES

KEY RESPONSIBILITIES	OUTCOMES
LEARNING AND DEVELOPMENT SERVICES	<ul style="list-style-type: none"> <li>Develop and maintain MWPA training procedures and documentation.</li> <li>Manage and conduct MWPA Verification of Competency process.</li> <li>Conduct reviews of the training and competency needs analysis (TNA) of MWPA.</li> <li>Assist in creating training programs to fulfill internal and regulatory compliance requirements and operational business needs.</li> <li>Review and ensure compliance with operational Training Matrix.</li> <li>Manage and maintain the MWPA learning management system (LMS).</li> <li>Deliver programs and workshops; particularly internal systems training and assist to coordinate training across MWPA.</li> <li>Develop and maintain MWPA inductions process.</li> </ul>
EMERGENCY RESPONSE	<ul style="list-style-type: none"> <li>Assist with emergency services preparation and response.</li> <li>Respond to HSE incidents and emergencies.</li> </ul>

HEATH, SAFETY AND ENVIRONMENTAL	<ul style="list-style-type: none"> <li>• Undertake all work within role-specific procedures.</li> <li>• Manage risk, environment, and OH&amp;S management systems.</li> <li>• Adhere to organisational and HR policies and procedures.</li> <li>• Liaise with contractors and visitors regarding Training requirements.</li> </ul>
COMMUNICATION	<ul style="list-style-type: none"> <li>• Build positive professional relationships with internal and external stakeholders.</li> <li>• Provide a first point of contact for training related activities</li> <li>• Provide clear briefings to Operational and Management personnel.</li> <li>• Complete written reports within specified timeframes.</li> <li>• Undertake written and verbal team briefings as required.</li> <li>• Maintain open communication with all relevant stakeholders.</li> </ul>
ADMINISTRATION	<ul style="list-style-type: none"> <li>• Raise purchase orders per Procurement Procedures and escalate for management approval.</li> <li>• Maintain Training records and manage training systems.</li> <li>• Prepare training reports and assist with training audits.</li> <li>• Ensure all administrative tasks and documentation relating but not limited to rosters, reports, employees, WHS, environmental, training, are completed when required.</li> <li>• Review and update relevant Procedures and Documents in accordance with stated review timelines.</li> <li>• Ensure relevant systems and databases are used and maintained in accordance with MWPA requirements.</li> </ul>
COMPLIANCE	<ul style="list-style-type: none"> <li>• Ensure all relevant training and learning activities are carried out in accordance with MWPA issued licences / service agreement, policy, procedure and/or legislation.</li> <li>• Ensure all team members are effectively trained in accordance with MWPA policies and procedures.</li> <li>• Ensure compliance with MWPA licenses to operate, including WHS, Dangerous Goods, Rail Safety, Biosecurity, Australian Border Force, AMSA and Environmental License requirements and intervene when non-compliances occur.</li> </ul>
OTHER	<ul style="list-style-type: none"> <li>• Other duties as directed by MWPA within the skills of the Employee.</li> <li>• Undertake any additional training as required.</li> </ul>

## QUALIFICATIONS AND LICENCING

### TO BE ADDRESSED IN SELECTION CRITERIA

#### ESSENTIAL

- Current manual drivers licence.
- Minimum of Certificate IV in Training & Assessment.
- 5+ years in Mining, Processing, Operational, Training, Rail or Maritime experience.
- Proven experience with Learning Management Systems (LMS).

#### DESIRABLE

- Qualifications in Mining, Processing, Operational, Training, Rail or Maritime experience
- Working safely at heights.
- Entree and work in confined space.
- WorkSafe High-risk for Forklift, EWP, Dogging, Rigging or Non-Slewing & Slewing Mobile Crane
- Leadership & Statutory positions training

## COMPETENCIES AND EXPERIENCE

### TO BE ADDRESSED IN SELECTION CRITERIA

#### ESSENTIAL

- Demonstrated experience in similar role.
- Demonstrated experience with training management, record keeping and reporting.
- Ability to train small groups.
- Demonstrated experience in prioritising and managing concurrent tasks.
- Proven experience with Learning Management Systems (LMS).
- Sound computer skills in Microsoft Word, Excel, Outlook and control systems.
- High standard of personal integrity and professionalism.
- High level of interpersonal and communication skills.

## PERSONAL ATTRIBUTES

### MWPA VALUES

It is a requirement of all MWPA positions that work will be undertaken in line with the MWPA values as follows.

**COURAGE** – We have the courage to continuously move forward, innovate, learn and grow.

**COLLABORATION** – We bring the right people together to get the best result.

**ACCOUNTABILITY** – We deliver our very best in all we do, holding ourselves accountable for results.

**INTEGRITY** – We are consistently transparent, honest, ethical and genuine.

**CARING** – We care about our colleagues, our organisation, our community and our environment.

## SPECIAL CONDITIONS

### REQUIRED

- Meet Medical Standard.
- Ability to travel interstate and intrastate as required.
- May be required to work outside normal business hours.
- Expected to undertake any additional training to complement the operation.
- The incumbent will be required to undertake a pre-employment psychometric testing and medical check including drug and alcohol testing prior to appointment.
- The ability to obtain a Maritime Security Identification Card is a condition of employment.
- All workers must participate in ongoing random drug and alcohol testing to support MWPA's zero tolerance policy.
- Refer to the Port Level of Authority Policy No. 21 (as amended from time to time) (Authority Policy). The Authority Policy prevails to the extent of any inconsistency with this Position Description.

## ACCEPTANCE OF JOB DESCRIPTION

This Position Description accurately describes the current position and has been explained by:

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**NAME OF MANAGER**

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**POSITION OF MANAGER**

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**SIGNATURE OF MANAGER**

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**DATE**

### Position Description Acceptance

The Position Description has been explained to me and I agree to carry out the duties contained within to the best of my ability.

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**NAME OF WORKER**

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**SIGNATURE OF WORKER**

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**DATE**