

POSITION DESCRIPTION

In mid-2014, an exciting Light Rail system in the Gold Coast came alive, linking people and communities along the coast. The G:link is operated and maintained by Keolis Downer Gold Coast (KD). Keolis Downer is Australia's largest private provider of multimodal public transport, operating G:link, Yarra Trams and close 1000 buses in Australia. Keolis Downer is a joint venture between **Keolis**, one of the world's largest public transport operators, and Australian services firm, **Downer**. As a world-class, reliable and integrated transport network, G:link is central to the Gold Coast City Council's 'Bold Future' vision to be a leader in sustainable living.



Trainer - Training Coordinator

Position Purpose:

Creation, development and delivering of training programmes to internal staff and external parties. This will include mandatory training for new staff as well as refresher training in all relevant areas as agreed with the HR Director.

Reporting to:

HR Director

Position Responsibilities:

- Continuous review of in-house training material for all internal staff and external workers;
- Delivering other in-house training including new employee induction and other training as directed by the HR Director or Senior Trainer;
- Training co-ordination including maintaining training documentation, monitoring and collecting AQF training course documentation including attendance sheets, evaluation sheets, on the job training forms and where requested progress reports as per funding needs;
- Creation and ongoing review of training procedures, assessment forms and relevant training reports;
- Demonstrating a flexible and adaptable approach to working hours and work station. This will involve working from hot desks, the operational control centre and the training room where necessary

Competencies Required:

- Work as a Rail Safety Worker Category 4 (non-safety critical worker);
- Previous training experience, working in high-pressure and rapidly evolving situations;
- Experience as LRV Operator as well as previous Customer Service experience preferable;
- Can follow procedures meticulously and keep accurate records;
- Sound organisational and administration skills, with the ability to create concise reports;
- Certificate IV Training and Assessment qualified with a passion for developing others and supporting others' career goals; and
- Ability to multi-task, prioritise a demanding workload, and work as part of a dynamic team

Profile Requirements:

- Fluent in English with excellent written and verbal communication skills;
- Able to demonstrate ability in getting messages across in a clear and understandable manner;
- A highly self-motivated team player, with sound organisational skills;
- Legally entitled to live and work in Australia.

POSITION DESCRIPTION

All KD workers have a responsibility to comply with and implement the KD Integrated Management System and to participate in processes, systems and procedures for Safety Environment and Quality that support KD business activities. Responsibilities are set out below:

- Comply with and implement the processes and systems that support positive safety culture and integrate positive safety culture into everyday work activities and behaviours;
- Contribute through the implementation of work activities and demonstrate behaviours in line with a positive safety culture to achieve KD's objectives and targets;
- Comply with and implement, participate in and support the KD's continuous improvement processes and systems;
- Participate in internal and external audits for continuous improvement of KD's systems and processes;
- Comply with and implement KD's systems and processes;
- Attend education, awareness and training provided by KD, hold the competencies to perform the role;
- Report all incidents and accidents in accordance with KD's incident reporting process;
- Participate in KD's injury management process;
- Integrate SQE performance requirements into behaviours and activities, follow processes and systems and provide feedback to the SQE team to facilitate continuous improvement;
- Comply with and implement KD's Fit for Work programs and system and attend work – fit for work;
- Comply with and implement the SQE requirements for human factors identification and assessment; and
- Participate in, comply with and implement the processes and systems that facilitate corrective actions, opportunities for improvement and hazard reporting

As part of the recruitment processes at Keolis Downer Gold Coast, job applicants may be required to provide a National Police Certificate and undertake a Rail Safety Worker specific medical examination. Given the nature of the position you have applied for and, in particular, the duties and responsibilities that it includes, Keolis Downer Gold Coast considers this to be a reasonable requirement. Keolis Downer Gold Coast will assess a candidate's criminal record history and where appropriate Rail Safety Worker specific medical results against the inherent requirements of the relevant position before making a determination as to their suitability or otherwise for the role.

Keolis Downer Gold Coast are an Equal Opportunities Employer.

If you feel you have what we are looking for then please forward your resume and cover letter today to Emily Burt, HR Manager at emily.burt@keolisdowner.com.au