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Position Description

Classification:	APS 5
Position Title:	Training Administrator
Position Number:	TBC
Group/Division:	Emergency Management Response / National Resilience Capability Programs
Branch/Section:	EMR Training and Strategy
Size of Team:	3-6
Direct Reports:	0
Reports to:	APS6 Senior Training Officer
Location:	Barton, Canberra
Security Classification:	Negative Vetting Level 1
Job Role and Code:	Learning and Development Specialist (30000566)
Date PD finalised:	To be populated by Workforce Design Team

Section Overview

The National Emergency Management Agency (NEMA) delivers a whole-of-nation approach to reducing disaster risk, planning, preparing for, responding to and recovering from all hazards across the emergency management spectrum.

The EMR Training and Strategy Section within the National Resilience Capability Programs Division supports the Emergency Management Response (EMR) Group across two main lines of effort: emergency management and disaster resilience policy development, and vocational training across the EMR Group. The training team within the section leads training design, development, delivery, coordination and procurement to meet the general and specialist vocational training requirements of the Group.





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Position Summary

The Training Administrator supports the design, development, coordination and delivery of vocational training to EMR Group, including delivery and coordination of basic training. The role enables effective administration of training by coordinating course delivery, collecting, validating and maintaining staff training attendance records and contributing to course evaluation, including the continuous improvement of learning and development activities.

The Training Administrator supports the procurement of external service training providers including delivery of training courses or packages and provision of learning and development skills. The Training Administrator works with either the design and development team or the coordination and delivery team and will assist with the core duties of these teams as part of their work program.

Specific Duties / Responsibilities

- Support section staff to design, develop, deliver and coordinate vocational training programs for internal and external staff.
- Establish and maintain positive, collaborative relationships with team members and stakeholders.
- Support the identification and research of training, learning and development issues and solutions.
- Maintain accurate and timely records in relevant systems and training documents such as learning data, attendance and completion records.
- Assist with the coordination and delivery of external and internal training, on or offsite, face-to-face or via virtual platforms.
- Assist with the development and maintenance of training materials, including session plans, manuals, guidelines, handouts and E-Learning courses, including engaging with SMEs to ensure high quality of work.
- Prepare written material such as briefs, correspondence and policy for the section as required.
- Undertake project work as required.

Experience/role Requirements/Qualifications

Mandatory

- Excellent oral and written communication skills.
- Demonstrated ability to manage relationships, stakeholders and outcomes.
- An understanding of vocational training and its application within the public service.
- The ability to deal with sensitive or confronting information.
- Proficiency in the Microsoft Office Suit and familiarisation in digital learning platforms, flexible learning technologies or similar systems.
- The Enterprise Trainer - Presenting Skill Set qualification or the ability to acquire this quickly.





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Desirable:

- Knowledge of Australia's crisis management and national security arrangements.
- Relevant tertiary qualifications such as a Cert IV in Training and Assessment

Mandatory Core Capabilities

This position has been assessed in accordance with the APSC Role Evaluation Framework. To perform the job successfully, an individual should demonstrate the capabilities, skills and knowledge, and adhere to all relevant aspects described by:

[Work Level Standards](#)

[Leadership Capabilities](#)

[APS Legislative Framework](#)

[APS Values and Code of Conduct](#)





Position Description

Classification:	APS 6
Position Title:	Training Manager
Position Number:	60076207, 60133229
Group/Division:	National Emergency Management Agency (NEMA)
Branch/Section:	Operational Capability Branch/ Enabling and Group Support
Size of Team:	8
Direct Reports:	1
Reports to:	Assistant Director, Enabling and Group Support Section
Location:	Canberra
Security Classification:	NV1
Job Role and Code:	Learning and Development Specialist - 30000566
Date PD finalised:	20 December 2021
Work Value Assessment Date:	20 December 2021 This Position Description aligns to the Learning and Development Specialist IJRP

Section Overview

The Enabling and Group Support section strategizes, designs and implements core enabling functions across the Emergency Management and Response (EMR) within the National Emergency Management Agency (NEMA). The Section has responsibility for designing and delivering training, recruitment of staff across the group, and manages the EMR surge capability. Additionally the Section is responsible for the psychological wellbeing program to support staff in EMR in high-risk, or high-exposure roles. The Enabling and Group Support Section works in partnership with the NEMA's enabling areas in identifying process efficiencies to ensure rapid staff intake and mobilisation. Collaborative consultation, strategy and proven ability to rapidly maintain staffing and resourcing are essential.

Position Summary

The Training Manager is primarily responsible for designing and delivering training packages to staff and partners of the Australian Government National Situation Room. They also work collaboratively with other staff across EMR to identify training requirements, put forward recommendations and design and deliver training programs. Training packages are both routine (new staff, maintaining skills

and upskilling) and ad-hoc (scenario-based training in response to incidents or enhancing internal processes).

The Training Manager works under limited direction to build and maintain the performance capability of staff to develop a highly skilled and professional workforce. The position relies on a comprehensive understanding of the purpose, function and processes of EMR, specifically the National Situation Room.

During a disaster event Officers may be required to work outside of their standard role or core business hours.

Specific Duties / Responsibilities

- Create, manage and deliver routine and ad-hoc training packages to staff and partners.
- Identify development needs and capability and skills gaps.
- Design and develop innovative and effective learning products and solutions relevant training modules.
- Partner with business areas to develop and deliver training solutions across EMR.
- Assist in the development and implementation of day to day procedures, including the training and education of staff to ensure compliance of processes.
- Implement an effective team training and development plan to remedy knowledge and skill gaps.
- Review and update training content and materials regularly in response to continuous improvement and business changes.
- Evaluate and report on the effectiveness of learning packages, with a view to promote the continuous improvement of learning and development tools.
- Ensure training aids including facilities and equipment, are accessible functioning and operating correctly.
- Provide subject matter expertise to support training development, including the train the trainer package.
- Maintain accurate and up to date surge training data including attendance records and scheduling of quarterly refresher training.
- Undertake project work as required.
- Contribute to service delivery standards and expectations for the section to meet stakeholder requirements.
- Engage and collaborate with internal and external stakeholders on a range of HR matters.
- Supervise and manage staff to deliver assigned objectives and services.

Experience/Role Requirements/Qualifications

Mandatory

- Outstanding organisational skills, including time management and management of competing priorities.
- High level written and verbal communication skills.
- A demonstrated history of successfully designing and delivering training programs.
- Experience in managing human resource and governance outputs of a work area.
- Strong internal and external stakeholder engagement capabilities.

Preferred

- Relevant experience within Human Resources domain.
- Cert IV in Training, Assessment and Evaluation, or the ability to quickly acquire.
- Experience in dealing with sensitive or confronting information.

Mandatory Core Capabilities

This position has been assessed in accordance with the APSC Role Evaluation Framework. To perform the job successfully, an individual should demonstrate the capabilities, skills and knowledge, and adhere to all relevant aspects described by:

[Work Level Standards](#)

[ILS - A guide to the Integrated Leadership System](#)

[APS Legislative Requirements](#)

[APS Values and Code of Conduct](#)