

## Position Description

<b>Title:</b>	<b>Locomotive Operations Training Officer</b>
<b>Branch:</b>	Human Services
<b>Status:</b>	Full Time (75 hours a fortnight)
<b>Location:</b>	Belgrave
<b>Reports to:</b>	Human Services Manager
<b>Direct Reports:</b>	Nil – provide direction to On-the-Job trainers and assessors
<b>Hours/Days of Work:</b>	9:00am to 5:00pm Monday to Friday with the requirement to work Saturday and Sunday by arrangement
<b>Travel:</b>	Puffing Billy Railway (PBR) sites and some local travel required
<b>Requirements</b>	Current Victorian Working with Children Check (WWCC) Resolved National Criminal History Check Completed Category 3 Health Assessment Medical

### Job Purpose

The role of the Locomotive Operations Training Officer is to:

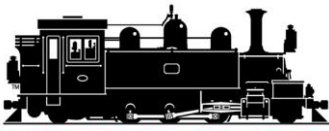
- Deliver competency-based training and assessment programs to ensure a pipeline of qualified firemen and drivers are available to operate the Locomotives at Puffing Billy Railway.

### Key Duties & Responsibilities

- Develop competency-based training and assessment programs for engine cleaners, trainee firemen and drivers
- Oversee the practical training progress of engine cleaners, trainee firemen and drivers
- Deliver a flexible training program to accommodate a voluntary workforce
- Support the development of OTJ trainers
- Develop and maintain a tracking and reporting process to ensure trainees achieve competency within a prescribed time frame

### General Duties

- Support the work of colleagues in the Human Services Branch when and where directed
- Champion a positive and inclusive workplace culture
- Actively participate in continuous improvement – learning and development programs and performance management programs
- Adhere to all company values, principles, policies and procedures
- Maintain a Child Safe environment including reporting responsibilities and procedures
- Other tasks and duties as requested



## PUFFING BILLY RAILWAY

### Key Competencies

- Excellent verbal and written communication skills
- Enthusiasm, energetic and passionate advocate for process improvement
- Knowledge of the management of change process
- Ability to work cooperatively and respectfully with others from various backgrounds and cultures
- Flexible and adaptable with ability to problem solve and multi-task
- Ability to work un-supervised and under pressure
- Ability to work as a team & to lead by example
- Strong organisational skills, with ability to prioritise and follow-through
- Good standard computer skills including Microsoft suite
- Focus on service excellence, exceeding internal and external customer expectations
- Adequate numeracy and literacy skills to manage basic accounting administration tasks

### Qualifications & Experience Required

- Certificate IV in Workplace Training and Assessment
- Experience with steam locomotives preferable
- Knowledge of Transport and Logistics training pack would be advantageous
- Experience working in tourism, not for profit and volunteering sectors looked upon favourably
- An understanding of Puffing Billy Railway's history and current business desirable

### Key Relationships

- Train Operations Manager
- Learning and Development Specialist
- OTJ Trainers
- PBR staff, volunteers and visitors
- External stakeholders including elected officers and senior management in public and private organisations

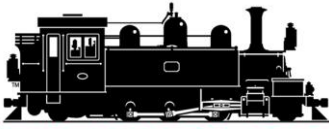
### Health & Safety Responsibilities

Employees have a responsibility to:

- Participate in the development of a safe and healthy workplace.
- Comply with instructions given for their own safety and health and that of others, in adhering to safe work procedures.
- Co-operate with management in its fulfilment of its legislative obligations.
- Take reasonable care to ensure their own safety and health and that of others, and to abide by their duty of care provided for in the legislation.
- To report any injury, hazard or illness immediately, where practical to their supervisor.
- Not place others at risk by any act or omission, not wilfully or recklessly interfere with safety equipment.

The following health and safety factors are relevant to this position

Frequent (occurs 1/3-2/3 of time)	Constant (occurs 2/3+ of time)
<ul style="list-style-type: none"> <li>• Manual handling task (0 – 9kg)</li> <li>• Gripping, holding, clasping with fingers/hands</li> </ul>	<ul style="list-style-type: none"> <li>• Hand/arm movement i.e. stacking, reaching, typing and sorting</li> <li>• Walking on uneven surfaces</li> <li>• Sitting at workstation</li> <li>• Responsibility for the safety of others</li> </ul>



# PUFFING BILLY RAILWAY

## Additional Notes

- Some weekends and public holiday work will be required on a rostered basis
- As Puffing Billy Railway’s peak time is during the Victorian school holiday period, taking leave during school holidays is limited
- Puffing Billy Railway is a child-safe organisation. All employees and volunteers are required to undergo a National Police Check, a Working with Children Check and sign our Child Safe Policy and Child Safe Code of Conduct.

## Acknowledgment

I declare that I have read and fully understand the content of this Position Description.

Employee

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

Employee

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

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



Puffing Billy Railway's staff and volunteers are committed to providing positive experiences for children in an environment that is caring, nurturing and safe.

**Our Children, Our Focus, Our Future, Speak Up!**

Approved By:	Steve O'Brien	Date:	August 2019
Last Updated By:	Di Gadsden	Date:	August 2019