Training Support Officer (AO4)

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Section   |  |  | | --- | --- | |  | **Role Type:**  Permanent, flexible full-time | |  | **Classification / Salary:**  **AO6**  **$00,000– $00,000 p.a.** | |  | **Position Location:**  Brisbane | |  | **Contact:**  Stacey Parker, Manager  HR Services  (PH) XXXX | |  | **Vacancy Reference No.**  ABC/123/QLD | |  | **Closing Date:**  23/23/23 | | POLAIR Queensland |
| Branch | Aviation Capability Group |
| Command | Operations Support Command |
| Location | Archerfield |



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| --- | --- | --- |
|  | **Role Type:** | Permanent Full Time |
|  | **Salary:** | $86,908- $95,298 per annum. |
|  | **Contact:** | Senior Sergeant Tony LAWLISS |
| (07) 3849 0300 | |
|  | **Job Ref.** **No.:** | QLD/577848/24 |
|  | **Closing Date:** | Friday, 26 July 2024. |

Working relationships

**Reports to:** Sergeant, Training Coordinator, POLAIR Queensland

**Direct reports:** 0



|  |  |  |
| --- | --- | --- |
|  | **Role Type:** |  |
|  | **Salary:** | QSS to complete |
|  | **Contact:** |  |
|  | **Job Ref.** **No.:** | QSS to complete |
|  | **Closing Date:** | QSS to complete |

Working relationships

**Reports to:**

**Direct reports:**

**QPS PD Ref No:** Click or tap here to enter text.

Date of Review:

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Our Workplace

We are committed to building inclusive cultures that respect and promote **human rights**, **diversity, and inclusion**.

We provide equal opportunities for everyone in our organisation, irrespective of gender, culture, generation, sexual orientation, or disability. We promote a respectful workplace culture that is free from all forms of harassment, workplace bullying, discrimination, and violence. We embrace the benefits of supporting and retaining a mobile, flexible, and agile workforce.

**Be a pivotal part of one of Queensland’s biggest teams #qldpolice. Find your change here!**

Our Team (Where You Will Be Working!)

POLAIR Queensland provides the Queensland Police Service with an airborne law enforcement capability to support frontline policing operations.

You will effectively manage the training administrative activities of POLAIR Queensland and assist the POLAIR Training Coordinator in scheduling training, maintaining records and developing training material including multi-media content.

As part of this role, you will also collaborate with internal stakeholders and POLAIR service provider/s to support the organisational objectives of the QPS and ensure POLAIR Queensland training remains recognised for being forward-thinking, professional and focussed on safety.

QPS PD Ref No:ADM026

**QPS PD Ref No:** Click or tap here to enter text.

Date of Review:

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QPS PD Ref No:Click or tap here to enter text.

## Your key accountabilities

The core capability requirements for this role are:

* Develop, plan, coordinate and contribute to the continuous improvement of course curricula.
* Prepare and produce multi-media content, information packages and training programs.
* Develop and maintain and update, training records in an electronic format and report audit findings.
* Undertake and conduct training needs analysis.
* Prepare, track and monitor training reports in relation to inductions, ongoing training and identified training.
* Maintain an effective communication network with key stakeholders on relevant training and educational issues.
* Contribute to the review, evaluation, development and documentation of business processes, procedures and systems.

## Leadership stream

[*Leadership Competencies for Queensland*](https://www.forgov.qld.gov.au/__data/assets/pdf_file/0025/182527/leadership-competencies-for-queensland-brochure.pdf) describes what highly effective, everyday leadership looks like in the public sector regardless of whether the role has responsibilities to manage or lead others.

Your application needs to demonstrate the behaviours of the Leadership stream indicated below.

Be prepared to discuss / reflect on these behaviours in the event you are invited to attend an assessment interview.

This role has been identified as Team leader.

**Individual contributor**

*Leading Self*

**Team leader**

*Leading others   
and/or projects*

**Program leader**

*Leading teams and/or   
programs*

**Executive**

*Leading the function*

leadership

specialist/technical

Balance of leadership and technical responsibility





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## Role Requirements

|  |  |
| --- | --- |
| Mandatory | Nil |
| Qualification | Nil |
| Technical/ Operational/ Educational experience | Familiarity and contemporary experience in online learning management systems is desirable. |
| Other | Nil |

## How to apply

Submit a written statement of no more than 2 A4 pages outlining your suitability for the position by addressing the Key Accountabilities at the level of the Leadership stream indicated. Your statement should include examples of previous performance and demonstrate leadership behaviours at the level of the Leadership stream.  
  
Please use examples from your work to date to showcase how your skills and experience match the requirements of the role.

Refer to the ***Applicant Guide*** for additional information on how to apply.

## Other Information

Appointment to this position will be made pursuant to the provisions of the *Public Sector Act 2022*.

Terms and conditions of employment will be in accordance with the Queensland Public Service Officers and Other Employees Award - State 2015 and the current Queensland Police Service Staff Members Certified Agreement 2023.

Refer to the **Applicant Guide** for further essential information relating to this role including Police Security Checking Guidelines, eligibility for appointment and other important conditions that apply to this employment.

The Queensland Police Service (QPS) is collecting information for the purpose of processing your application for an advertised QPS vacancy. The collection of this information is authorised by the *Police Service Administration Act 1990*.

Applications will remain current for 12 months.

