



The GEO Group Australia Pty Ltd.

POSITION DESCRIPTION

Position Title	Training Specialist
Reference Number	RPPD114
Department	Human Resources
Position Reports To	Senior Human Resources Officer
Positions Reporting To This Role	N/A
Work Location And Travel	<p>This position is located at Ravenhall Correctional Centre at 97 Riding Boundary Rd, Ravenhall, VIC 3023.</p> <p>This position will provide services at GEO's Community Reintegration Centre on a needs basis.</p>
Operating Environment	<p>Ravenhall is a 1300 bed medium security prison for adult sentenced and unsentenced males. Its contemporary campus-style design reflects four accommodation communities with varying profiles: 1) induction and transition, 2) youth and indigenous, 3) challenging behaviours and more settled prisoners and 4) protection. Community accommodation is complimented by a further 75-bed Forensic Mental Health Unit, 25-bed Unit for prisoners with significant challenging behaviours, and a 25-bed Mission Unit designed to respond intensively and therapeutically to current community issues. In recognition of the importance of Continuum of Care, Ravenhall extends its presence into the community by providing ex-prisoners with access to post-release support at GEO's Community Reintegration Centre.</p> <p>Through investment in opportunities for prisoners to engage in work, education and programs, prisoners are not only held safely and securely but given every chance to turn their lives around. Issues behind much of the crime in our communities – such as violent attitudes, anti-social behaviours and the abuse of drugs and alcohol – are addressed through innovative programs and interventions. At the same time helping prisoners with day-to-day challenges such as gaining and holding down employment and finding a suitable place to live also help prevent a return to crime.</p> <p>Ravenhall's unprecedented emphasis on offender rehabilitation and reintegration is evidenced by a significantly sized team of clinicians, working in concert with a number of Victoria's most respected</p>

organisations including Forensicare, Correct Care, YMCA, Melbourne City Mission, and Kangan Institute. Together, Ravenhall provides an integrated service system that collaboratively brings about lasting positive change in the lives of prisoners pre- and post-release. Through these partnerships the objective of Safer Victorian Communities is achieved.

Position Summary

The Training Specialist is responsible for the coordination, implementation, management and evaluation of Ravenhall Correctional Centre's training programs. These programs are extended to Centre staff, Partners, Alliance, Contractors and other visitors. The Training Specialist works within the guidelines, policies and mission of GEO Australia and will be responsible for special projects as assigned.

Key Accountabilities

- Confer with Department Managers and conduct surveys to identify training needs based on changes, budget requirements and other factors.
 - Oversee and where appropriate administer and deliver programs for all GEO employees, Alliance Partners, Contractors and other onsite visitors.
 - Arrange for ongoing technical training and personal development classes for staff members from a range of disciplines.
 - Prepare, monitor and maintain an annual calendar and database of scheduled training sessions, including mandatory training, specialised training, external and internal training considering the Centre's annual leave plan, ensuring that efficiency in the training planning is maximised.
 - Seek out, manage and coordinate GEO trainers (Subject Matter Experts) for specialised training requirements.
 - Coordinate and report on GEO's Registered Training Organisation (RTO - 3570) activities at the Centre level ensuring compliance with minimum standards and requirements are maintained (Standards for Registered Training Organisations 2015).
 - Coordinate and regularly review / update all training resources and maintain a database of training manuals, multimedia visual aids and other educational materials.
 - Maintain consultation with OHS&R Specialist, employees and unions to enable the health safety and welfare of all persons at work and to support "Return to Work" programs and encourage OHS awareness regarding any training activities.
 - Administer GEO's Student Management System to record all relevant student records and data that relate to Ravenhall.
 - Monitor and create content on GEO's Learning Management System to ensure up to date e-learning requirements and strategies at Ravenhall are achieved.
 - Liaise with the nominated Australian Apprenticeship Centre to maximise Federal and State government incentives ensuring all administrative requirements are completed and met.
 - Evaluate training and formally report to the Centre's Strategic Training and Advisory Committee (STAC) at each meeting. Coordinate and Chair Centre STAC meetings at least quarterly.
 - Provide regular training statistics and reports to the Human Resources Manager detailing the Centre's training activity. Prepare reports as and when required to.
- Liaise with appropriate personnel from Ravenhall's Partners (Forensicare, Correct Care and other Alliance Partners) to ensure Centre training is collaborative, integrated and holistically addressed.

Key Selection Criteria:

Essential:

- Strong leadership skills with an ability to influence stakeholders to ensure training compliance requirements are met and maintained.
- Superior administrative and coordination skills.
- Demonstrated experience in a people focused industry and able to demonstrate a high level of professional, interpersonal skills.
- Demonstrated flexibility, team commitment, enthusiasm and a “can-do” attitude.
- Demonstrated experience in managing and maintaining a robust document management system such as an electronic Learning Management System and/or Student Management System.
- Certificate IV in Workplace Training and Assessment (TAE40116) or willingness to achieve within first 12 months.
- Demonstrated strong computer literacy and knowledge of information systems and Microsoft software including Excel, Power Point and Desktop Publishing.

Desirable:

- Ability to assess and/or deliver training programs.
- Experience in developing training materials.
- Vocational and/or higher education qualification to support success in this role.
- Current First Aid Certificate.
- Demonstrated experience in managing and coordinating traineeships.

Other Requirements of the Role

Ability to work within a correctional setting, which will involve direct contact with prisoners.

Valid and current full Australian driver’s licence.

Satisfactory completion of a National Criminal History Check.

Ability to obtain and maintain a security clearance.

Work outside of ordinary business hours may be required on occasion.

Employee Acceptance

I acknowledge that the statements included in this position description are intended to reflect duties and responsibilities that I may be required to undertake and are not to be interpreted as being all inclusive.

I have read, understood and accepted the above position description and associated attachments.

NAME	SIGNATURE	DATE

Master copy lodged with HO (SLT only)

Master copy lodged with department monitor