Role Description
Training Officer

Cluster	NSW Premier & Cabinet
Agency	Sydney Living Museums
Division/Branch/Unit	Corporate and Commercial Services/People & Culture Team
Location	The Mint, Sydney and Western Sydney Records Centre, Kingswood
Classification/Grade/Band	Clerk Grade 5/6
Role Number	CC089
ANZSCO Code	223111
PCAT Code	1224149
Date of Approval	22 February 2021
Agency Website	www.sydneylivingmuseums.com.au / www.records.nsw.gov.au

Agency overview

Sydney Living Museums (SLM) and The State Archives and Records Authority of NSW (SARA) are NSW Government agencies which operate under the leadership of a single Executive Director. Whilst maintaining two separate legal entities, services are provided under a shared model.

The agencies form part of the NSW Department of Premier & Cabinet and report to the Minister for the Arts. Sydney Living Museums is also recognised as a State Cultural Institution.

SLM cares for a group of 12 of the most important historic houses, gardens and museums in NSW on behalf of the people of NSW. The agency is administered under the *Historic Houses Act 1980*, which confers the responsibility for conserving, managing, interpreting and activating places and sites of local, national and international significance.

Our property portfolio includes the UNESCO World Heritage listed Hyde Park Barracks, Australia's oldest surviving government building, the Mint, and Rose Seidler House, which marks the arrival of the modernist architecture movement to Australia.

The portfolio is unlike other museums in that the significance of each is in the whole, and not just in the parts. The awareness of place frames each narrative. Our audiences are local, regional, national and international.

SARA is administered under the *State Records Act 1998* and is responsible for developing, preserving and promoting access to the NSW State Archives Collection, which pre-dates the European settlement of Australia in 1788.

SARA is the custodian and advocate for the State Archives Collection, which is one of the most complete and important collections documenting colonisation in the world. This vast cultural collection of more than 13 million items, valued at $1 billion and which grows each year, details the development of this place and the wielding of colonial power, with multiple series of documents now included as inscriptions on the UNESCO Memory of the World Register.

SARA's Recordkeeping Standards and Advice function assists public offices in meeting their recordkeeping obligations under the *State Records Act 1998,* which is vital in the preservation of the memory of government

for current and future generations. SARA's Government Records Repository provides commercial storage, records management, digitisation and consultancy services and generates the majority of SARA's operating revenue.

Primary purpose of the role

Coordinate learning and development opportunities for all staff to facilitate the continuing development of employees at NSW State Archives & Records Authority and Sydney Living Museums.

Key accountabilities

- Conduct regular training needs analysis to ensure employees are maintaining their required certifications and collaborate with managers to follow up where necessary.
- Contribute to the annual learning and development plan to ensure any identified learning and development gaps are addressed.
- Plan, coordinate and book group training sessions to provide staff with training opportunities as identified in the annual learning and development plan.
- Collate submissions for the bi-annual learning and development call out to provide Executive with data from which to make decisions, then process and action the submission as per Executive recommendations.
- Develop training calendars and longer term staff development plans to ensure staff are provide with support and relevant opportunities.
- Provide timely and accurate reports on training records and attendance patterns across the agencies to Executive as required.
- Negotiate with third party training providers to arrange contracts, and monitor and evaluate their services to ensure professional and cost effective service delivery.

Key challenges

- Maintaining accurate data of learning and development records and needs to enable future planning, tracking of attendance and budget spend.
- Developing training priorities and providing advice to address evolving learning and development issues and meet the needs of the agencies and public sector requirements.
- Developing and maintaining receptive working relationships to further encourage employee involvement in learning and development.

Key relationships

Who	Why
Internal	
Recruitment & Training Coordinator	• Receive guidance and support from on
Head of People & Culture	• Receive guidance from in relation to broader human resource objectives for learning and development needs and delivery.
People & Culture Team	• Provide general administration assistance as required to assist in the achievement of business objectives. • Develop and maintain effective working relationships.
Executive /Team Leaders	• Provide reports and information as required. • Developing and maintaining two-way communication channels with to provide high level learning and development advice and service.
Employees across the agency	• Developing and maintaining two-way communication channels with to provide learning and development advice and support. • Work with to ascertain personal learning and development needs. • Liaise with to collect feedback on learning and development.

Who	Why
External	
Training providers, professional associations, Government and cultural organisations and other service providers	• Consult with on learning and development planning and offerings. • Coordinate learning and development opportunities for individual and group training needs. • Building effective working relationships.

Role dimensions

Decision making

This role:
• Takes active ownership of own work.
• Has a high level of autonomy and is accountable for the delivery of work assignments and projects on time and to expectations in terms of quality, deliverables and outcomes.
• Maintains a high level of confidentiality.
• Refers to supervisor for decisions that require significant change to strategic approach; that are likely to escalate; cause undue risk; create substantial precedent; or are outside of delegations limits.
• Prioritises and manages multiple tasks and demands including matters with critical turnaround times.
• Maintains efficient lines of communication.

Reporting line

This role reports to the Recruitment & Training Coordinator.

Direct reports

Nil

Budget/Expenditure

Nil

Essential requirements
• Experience conducting training needs analysis.
• Experience in arranging and planning staff learning and development in a public sector organisation.
• Experience working records database, human resources systems and reporting.
• Willingness to work across and ability to travel to multiple work locations.

Capabilities for the role

The NSW Public Sector Capability Framework applies to all NSW public sector employees. The Capability Framework is available at www.psc.nsw.gov.au/capabilityframework

Capability summary

Below is the full list of capabilities and the level required for this role. The capabilities in bold are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

I work FOR NSW

NSW Public Sector Capability Framework

Capability Group	Capability Name	Level
Personal Attributes	Display Resilience and Courage	Intermediate
	Act with Integrity	Intermediate
	Manage Self	**Adept**
	Value Diversity	Intermediate
Relationships	**Communicate Effectively**	**Adept**
	Commit to Customer Service	Intermediate
	Work Collaboratively	Intermediate
	Influence and Negotiate	Intermediate
Results	Deliver Results	Intermediate
	Plan and Prioritise	**Intermediate**
	Think and Solve Problems	Intermediate
	Demonstrate Accountability	Intermediate
Business Enablers	Finance	Foundational
	Technology	**Intermediate**
	Procurement and Contract Management	Intermediate
	Project Management	Intermediate

Human Resources Professionals Capability Set

Capability Group	Capability Name	Level
Human Resources	**Organisational culture**	**Level 2**
	Workforce Insights	**Level 2**

Focus capabilities

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role's key accountabilities.

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Personal Attributes Manage Self	Adept	• Look for and take advantage of opportunities to learn new skills and develop strengths • Show commitment to achieving challenging goals • Examine and reflect on own performance • Seek and respond positively to constructive feedback and guidance • Demonstrate a high level of personal motivation

I work
FOR
NSW

NSW Public Sector Capability Framework		
Group and Capability	**Level**	**Behavioural Indicators**
Relationships Communicate Effectively	Adept	• Tailor communication to the audience • Clearly explain complex concepts and arguments to individuals and groups • Monitor own and others' non-verbal cues and adapt where necessary • Create opportunities for others to be heard • Actively listen to others and clarify own understanding • Write fluently in a range of styles and formats
Results Plan and Prioritise	Intermediate	• Understand the team and unit objectives and align operational activities accordingly Initiate and develop team goals and plans, and use feedback to inform future planning • Respond proactively to changing circumstances and adjust plans and schedules when necessary • Consider the implications of immediate and longer-term organisational issues and how these might affect the achievement of team and unit goals • Accommodate and respond with initiative to changing priorities and operating environments
Business Enablers Technology	Intermediate	• Apply computer applications that enable performance of more complex tasks • Apply practical skills in the use of relevant technology • Make effective use of records, information and knowledge management functions and systems • Understand and comply with information and communications security and acceptable use policies • Support the implementation of systems improvement initiatives and the introduction and roll-out of new technologies

I work
FOR
NSW