



Position:	C-CBRNE Training Support Specialist
Contract Type:	Permanent
Employment Type:	Full time
Location:	Melbourne, Victoria
Department:	Defence
Business Unit:	Land / C-CBRNE
Reports to:	Account Manager C-CBRNE
Direct Reports:	NIL
Functional Reports:	NIL

1. Job Purpose

Accountable to the Counter-Chemical Biological Radiological Nuclear & Explosive (C-CBRNE) Account Manager, the Training Support Specialist will design, develop and maintain training in accordance with the Systems Approach to Defence Learning (SADL) and Australian Quality Training Frameworks.

The Training Support Specialist will be required to Design and Develop specific Training Management Packages that relate to specialist equipment and ensure it is in-line with the client's needs and provide updates as required.

As a C-CBRNE Training Support Specialist, you will be working within a dynamic and high functioning team. Your personal and professional attributes will include strong and proven problem solving and organisational skills, together with an appreciation of the importance of technical regulation and governance..

2. Responsibilities

- 2.1 Executing the Account Manager's direction and objectives through a high performing team to support the various functions of the C-CBRNE Program and its contractual scope.
- 2.2 Design and Develop new training material in support of the contract.
- 2.3 Revise, modifying and update training materials in-line with the clients requirements.
- 2.4 Provide governance on training materials in accordance with SADL and Australian Quality Training framework.
- 2.5 Design feedback tools to assess the effectiveness of the training.
- 2.6 Develop training management documents.
- 2.7 Provide input into tender evaluations reports, survey and quotes as well as change of contract proposals.
- 2.8 Conduct after training reviews with instructors and students as required.
- 2.9 Track training outcomes and ensuring alignment to business objectives.
- 2.10 Support the recording of completed training for all Defence personnel as required.
- 2.11 Maintain training records for all trained personnel.
- 2.12 Provide support to the Babcock Training Academy as required.



3. Qualifications

- 3.1 Minimum - Diploma of Training Design and Development

4. Skills & Competencies

4.1 Essential

- 4.1.1 Diploma of Training Design and Development from a Registered Training Organisation in Australia or equivalent.
- 4.1.2 Minimum 2 years of current experience in Training Designing and Development role.
- 4.1.3 Proven experience following Training Design Methodologies.
- 4.1.4 Must have or be able to obtain / maintain NV1 Security Clearance.
- 4.1.5 Detailed knowledge of designing and developing training management packages.
- 4.1.6 Excellent written and verbal communication skills.
- 4.1.7 Complete aptitude with Microsoft Office, especially Excel, Outlook, and Word.
- 4.1.8 Ability to build and maintain strong working relationships with customer, work colleagues, subcontractors and suppliers.
- 4.1.9 Ability to manage your own workload, control complex and conflicting priorities, succeed in high pressure environments and deliver outcomes to strict deadlines.

4.2 Desirable

- 4.2.1 Good understanding and working knowledge of the Systems Approach to Defence Learning (SADL) process.
- 4.2.2 Understanding of Australian Quality Training Frameworks.
- 4.2.3 Experience working within a Defence environment.
- 4.2.4 Proven ability to manage day-to-day tasking ensuring timely delivery in-line with contract outcomes.
- 4.2.5 Understanding in technology-based Learning Management Systems (LMS)
- 4.2.6 Exceptional written and verbal communication skills
- 4.2.7 Proficiency in MS Office and related business and communication tools.
- 4.2.8 Strong collaboration and interpersonal skills
- 4.2.9 Effective organisational and time-management skills.



5. Mandatory Training Requirements

Training Type	Frequency
HSEQ Induction	On Induction
Manual Handling and Ergonomics	As-needs basis
Success Factors: Anti-Bribery & Corruption Training	On Induction
Success Factors: Cyber Security Awareness Training	On Induction
Success Factors: Trade Controls Awareness	On Induction
Success Factors: Data Protection Training	On Induction
Success Factors: Introduction to Picasso IT Services	On Induction
Success Factors: Bullying & Harassment Awareness	Annually
Security Awareness	As-needs basis

6. Our Guiding Principles – Being Babcock

- 6.1 Build great relationships based on trust.
- 6.2 Respect people and value their diversity.
- 6.3 Always strive to deliver.
- 6.4 Challenge ourselves and each other.
- 6.5 Safeguard Customers reputations.
- 6.6 Thrive on complexity.
- 6.7 Trust our people to deliver.
- 6.8 Never compromise on health and safety.

7. Health, Safety & Environment

- 7.1 Contribute to a safe working environment by:
 - 7.1.1 Taking care to protect his or her personal health and safety at work;
 - 7.1.2 Not adversely affecting the health and safety of others in the workplace;
 - 7.1.3 Identifying hazards in the workplace, and rectifying them where possible;
 - 7.1.4 Complying with all reasonable instruction and safety, using equipment provided, reporting any incidents’ or near misses which may occur; and
 - 7.1.5 Complying with all relevant HSE policies and procedures.

8. Other Requirements

- 8.1 There may be a requirement to carry out reasonable additional duties to meet the needs of the organisation.
- 8.2 Must operate in accordance with the Babcock Financial Delegations of Authority;
- 8.3 AGSVA Security Clearance N/A Baseline NV1

Position Description



- 8.4 Interstate travel required Yes No
 - 8.5 Access to protected US Defence Technology & Information Yes No
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9. Sign Off

I acknowledge that the contents of this Position Description have been discussed and mutually agreed upon.

Document Authorised by Department Head	
Name:	Matthew Murphy (C-CBRNE Account Manager)
Signature:	Date: Click here to enter a date.

Employee Acknowledgment	
Name:	Click here to enter text.
Signature:	Date: Click here to enter a date.