



Dear Applicant

Thank you for your enquiry about the position advertised by the CPSU/CSA.

As requested, the Job Description Form together with the selection criteria is enclosed.
A brochure "Information to Assist Job Applicants" is provided for your convenience.

Selection Criteria

You must address each of the selection criteria in your written application to ensure eligibility for shortlisting for an interview.

Your Application

To assist the CPSU/CSA in the prompt processing of your application, it would be appreciated if you include your daytime and after hours contact telephone numbers in your letter of application. Your application should also include contact details of two referees.

An original application posted or forwarded by e-mail rather than a facsimile is preferred. Your application may be e-mailed to the Union at jobs@cpsuca.org

If posting your application, please write on the envelope "Confidential – Job Application" and address to The Branch Secretary, CPSU/CSA, PO Box X2252, Perth 6000.

Late Applications

Vacancies within the CPSU/CSA close at 4:00pm on the closing date specified in the advertisement. Please ensure that your application is received by the date and time advertised.

Thank you for your interest in the CPSU/CSA.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Toni Walkington'.

Toni Walkington
General Secretary



INFORMATION TO ASSIST JOB APPLICANTS

Selection for a position with the CPSU/CSA involves a written application, an interview and a reference check.

The Job Description Form (JDF) shows how the position you are applying for fits in with the organization structure and includes a Statement of Duties and Selection Criteria.

The 'Selection Criteria' is the essential requirement for the position and is at the back of the Job Description Form.

If you would like to find out more about the position, please contact the Human Resource Officer on (08) 9323 3800. There is also a toll free number for country callers, which is 1300 73 3800.

Please ensure your job application is received by the date and time specified in the advertisement.

Please address your Job Application to the Branch Secretary and, to maintain confidentiality, mark the envelope 'Confidential – Job Application'.

Preparing your Application

Only those applicants who meet the essential requirements of the position and, who from their application are considered to be competitive, will be shortlisted for interview.

The decision to shortlist will be based upon the information provided in your written application.

Statement Addressing the Selection Criteria

Selection Criteria is the knowledge, skills and abilities needed for you to be able to do the job.

Treat each of the Selection Criteria separately.

Your written statement should demonstrate how your qualifications, skills, abilities and experience relate to each of the Selection Criteria. You may find it useful to use examples that illustrate your statements by outlining a situation or scenario, detailing how you dealt or would deal with it and, what the outcome was, or should be.



Resume or Curriculum Vitae

The Resume or Curriculum Vitae is a document (additional to the addressing of the Selection Criteria), which supports your entire application and provides a history of your working/academic career.

Your Resume or Curriculum Vitae should provide the following information:

- Personal details such as place of residence, daytime and after hours contact telephone numbers.
- Your academic and/or professional training.
- Affiliation to professional bodies etc, if applicable.
- Your work history, in reverse chronological order (current position first), detailing names of employers, periods of employment, and the position held.
- A description of your achievements or accomplishments relevant to the position.

Compiling your Completed Job Application

The following is a suggested format for your application for a position with the CPSU/CSA:

- A covering letter of application addressed to the Branch Secretary.
- A Statement addressing the Selection Criteria.
- Your Resume or Curriculum Vitae.
- Contact telephone details of two referees.

Please do not send original certificates of qualifications. Photocopies are acceptable.

The Interview

If you are shortlisted for interview, you will be contacted by telephone.

A Selection Panel conducts interviews at the CPSU/CSA.

Questions will relate to the Selection Criteria for the position you have applied for.

You may also be requested to prepare a submission for presentation on a relevant topic.

Applicants are advised by mail of the outcome of their application or interview.

Conclusion

The CPSU/CSA encourages both successful and unsuccessful applicants to seek feedback from the Chairperson of the Selection Panel following an interview.

We hope that you have found this information of assistance and the CPSU/CSA looks forward to receiving your application.

Thank you again for your interest in the CPSU/CSA.

JOB DESCRIPTION FORM

Section 1 - Office Identification

<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Organisation: CPSU/CSA</td> </tr> <tr> <td>Division: INDUSTRIAL</td> </tr> <tr> <td>Group: Learning & Development</td> </tr> </table>	Organisation: CPSU/CSA	Division: INDUSTRIAL	Group: Learning & Development	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Classification: Level 4/5</td> <td>Effective Date of Document: 20 January 2012</td> </tr> <tr> <td colspan="2">Title: Learning & Development Trainer</td> </tr> <tr> <td colspan="2">Salaries Agreement/Award: CSA Staff Agreement 2011</td> </tr> </table>	Classification: Level 4/5	Effective Date of Document: 20 January 2012	Title: Learning & Development Trainer		Salaries Agreement/Award: CSA Staff Agreement 2011		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Office Nos: 00016</td> </tr> </table>	Office Nos: 00016
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Section 2 - Reporting Relationships

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Title Coordinator, Learning and Developments Classification: 6					
This Office					
Other Offices Reporting directly to this office. Title and Classification:					

Offices under direct responsibility	Classification	Nos of FTE's
Title: Nil		

Section 3 - Key Responsibilities

State BRIEFLY the key responsibilities or prime function of the job.

<p>The key objective of the Learning and Development Team is to assist in the achievement of Union goals and plans through the provision of timely, relevant and high quality training for elected officials, delegates, members and staff.</p>

STATEMENT OF DUTIES		Effective Date of Document: 20 January 2012
Title: Learning & Development Trainer	Classification: Level 4/5	Office No:
<p>CONTEXT AND SCOPE</p> <p>The Community & Public Sector Union Civil Service Association of WA (Inc) (CPSU/CSA is the State Public Sector Union of WA.</p> <p>Our vision: The CPSU/CSA will contribute to building a fairer and just society through being a leader in our community with active members in our workplaces engaged in campaigns to improve wages, employment conditions and the quality of public services for our community. We believe that robust, dynamic and quality public services are the foundation of a fair and just society.</p> <p>We are committed to:</p> <ul style="list-style-type: none"> ◆ Promoting democracy, solidarity and workplace rights ◆ Improving pay and working conditions ◆ Ensuring fairness, diversity and safety at work ◆ Being professional, relevant and inclusive <p>We will achieve this by building an organising union where:</p> <ul style="list-style-type: none"> ◆ Workplace leadership and delegates are recognized as critical, are supported and developed and own the direction of the union. ◆ Our vision and values reflect those of our members. ◆ Members see themselves as the union and recognize their active involvement is critical to winning. ◆ Our voice is strengthened through organising potential members into our union. ◆ Comprehensive and inclusive campaigns are conducted around members' issues ◆ Our resources are targeted to deliver our strategies. <p>Our goals are:</p> <p>Goal 1 Finding, developing, supporting delegates and workplace leaders</p> <p>Goal 2 Communicating our vision to members and developing members understanding of the union we need to be</p> <p>Goal 3 Increasing members activism in our campaigns</p> <p>Goal 4 Increasing membership in existing and new areas</p> <p>Goal 5 To be an acknowledged and respected leader in our community with strong allies</p> <p>Goal 6 Focus our resources on our priorities and goals</p>		

STATEMENT OF DUTIES		Effective Date of Document: 20 January 2012
Title: Learning & Development Trainer	Classification: Level 4/5	Office No:
<p>Role</p> <p>The role involves supporting our Learning and Development team assisting our Councillors, Delegates, members and staff to achieve the union's strategic plan and operational objectives.</p> <p>The Learning and Development Trainer is responsible for the development, preparation and delivery of course content and manuals related to our Learning and Development programs. These are expected to be of high quality, contain recent and relevant content. The role includes working with other sections of the union on projects which may include delivery of training or facilitation of planning days.</p> <p>Mentoring our delegates and members will play an important part of the role. It is expected that you will have excellent one on one coaching skills and be comfortable assisting delegates and members in seeking sensible resolution to issues of concern within their workplace or assisting them to use their skills learned in session to increase membership or union activity.</p> <p>The position must also ensure that strategies incorporated affirmative action and EEO objectives into all training activities, including the development and delivery of specific programs, courses and course activities.</p> <p>The Learning and Development Trainer will provide training statistics and reports as required to the Elected Officials and Coordinator of membership Services as required.</p> <p>At Level 4: Operates under direction from the Learning and Development Coordinator in undertaking the duties of the position.</p> <p>At Level 5: Operates with minimal supervision and a high degree of independence in undertaking the duties of the position.</p> <p>At this level, the officer demonstrates a high degree of knowledge and understanding of State and Federal Industrial systems, legislation, public sector awards and agreements relating to workplace relations and the capacity to design appropriate training programs to deliver this information and other relevant information to elected officials, delegates, members and staff.</p> <p>At Level 5, the officer provides leadership, advice and support for less experienced officers.</p>		

STATEMENT OF DUTIES		Effective Date of Document: 20 January 2012
Title: Learning & Development Trainer	Classification: Level 4/5	Office No:
<p>OUTCOMES</p> <p>Level 4</p> <ol style="list-style-type: none"> 1. Training plans and programs that support the Union's strategic directions are developed and delivered using up to date training methods and techniques. 2. Training materials are high quality, have relevant content and are developed, reviewed and updated regularly. 3. Programs are delivered within budget. 4. Reports on issues and trends are provided to management. 5. Develop and implement Learning and Development strategies especially for our UnionLink Agencies, Delegates and Members. 6. Implementing and achieving the Learning and Development Units annual milestones in conjunction with other staff. 7. Increase in the delivery profile of Learning and Development to all stakeholders <p>Level 5: As above plus</p> <ol style="list-style-type: none"> 1. New techniques and opportunities for the delivery of training programs are researched and recommended. 2. Skills analyses of various client groups are undertaken on a regular basis. 3. Development and implementation of Learning and Development strategies for Union staff. 4. Strategies will be implemented to increase the interface between Learning and Developments and other Divisions of the Union. 		

SELECTION CRITERIA

Effective Date of Document:
20 January 2012

Title:
Learning & Development Trainer

Classification:
Level 4/5

Office No:

LEVEL 4 - Selection Criteria

ESSENTIAL

- Experience in the development and delivery of training courses
- Excellent presentation and facilitation skills
- Excellent computer skills to prepare and present courses
- Mentoring of course participants to achieve and implement the learning objectives
- Commitment to the principles and objectives of the trade union movement
- Driver's License
- Undertake regional visits as required

DESIRABLE

- Knowledge of the training needs of union members and delegates in the workplace
- Certificate IV in Workplace Training and Assessment
- Understanding of EEO principles and an ability to integrate these principles into both general and specifically targeted EEO training programs

LEVEL 5 – Selection Criteria

ESSENTIAL: As above plus

- Significant experience in the development and delivery of training to a managerial level.
- Mentoring of participants with limited supervision
- An understanding of the principles and techniques of organising union members and delegates
- Experience of delivering and developing training for union members and delegates
- Work collaboratively with staff and stakeholders to develop and deliver Learning and Development activities to achieve campaign strategies.

DESIRABLE

- Previous experience of coordinating the operations of a small training unit
- Understanding of Organisational Development processes
- Knowledge of E Learning strategies