

Training and Project Coordinator

Department of Justice and Attorney-General

Location: South Brisbane

Remuneration: \$110,216 - \$117,693 p.a.

REF: QLD/529888/23

The Training and Project Coordinator will be responsible for providing effective training expertise to Victim Assist Queensland (VAQ) staff.

The Training and Project Coordinator will be responsible for providing effective training expertise to Victim Assist Queensland (VAQ) to ensure staff have the skills and capabilities to deliver professional services to victims of crime in a way that is trauma informed, intersectional in their approach, and consistent with the remit set by the *Victims of Crime Assistance Act 2009* (VOCAA).

Your key responsibilities

- Analyse, design, develop and review training material which assists VAQ staff to understand and apply their knowledge and training to practical workplace situations.
- Design learning and training resources and assist in maintaining the VAQ Share Point site, to meet the training needs of staff across VAQ.
- Engaging and consulting with business unit managers in VAQ to provide collaborative training and development solutions and supporting project delivery to identified and emerging business needs.
- Working across business units to ensure there is a holistic approach to delivery of training and projects including to support policy, procedures and legislative changes.
- Providing highly effective educational delivery and training support to provide blended and flexible learning options customised to meet the needs of VAQ and relevant VAQ stakeholders.
- Liaising with subject matter experts and stakeholders to review and evaluate the effectiveness and appropriateness of training programs and adapt as necessary in partnership with business to ensure needs are met.
- Coordinate and contribute to projects as required to drive collaboration for various initiatives within VAQ.

Enquiries: Melissa Ridgway, Phone: (07) 3013 5345

Application Details: <https://smartjobs.qld.gov.au/jobs/QLD-529888-23>

Closing Date: Friday, 08 December 2023



**Queensland
Government**