

TRAINING AND CAPABILITY SPECIALIST

Position Level: 5

Location: Pilbara

Effective: September 2026

Responsibilities

The Training and Capability Specialist coordinates and improves learning and development across the organisation. The role identifies capability needs, conducts training needs analysis, supports training compliance, manages learning content and reporting, and assists with the rollout of the Pilbara Ports training model.

Working within established learning frameworks and adult learning principles, the role partners with managers to build workforce capability and ensure employees hold the skills, qualifications and licences required for their roles. The role owns learning content and capability outcomes in the learning management system, while technical system administration sits with the People and Capability Applications Administrator.

Reporting

The Training and Capability Specialist reports to the People and Capability Services Lead.

Accountabilities

Result Area	Major Activities
1. Safety and People	• Further a safe, inclusive, and collaborative workplace, which supports the mental health and wellbeing of self, and others. • Identify actions and changes leading to continuous improvement of safe work environments; both physically and psychologically
2. Integrated Management Systems	• Comply with and demonstrate a positive commitment to organisational processes and ISO Management Systems including Quality, Environment, Safety and Information Security. • Keep up to date with relevant legislation applicable to the performance of the duties of this position, and develop, communicate, implement and review P&C policies and procedures that support the organisation and reflect best practice.
3. Training Needs Analysis and Capability Planning	• Partner with operational and corporate areas to understand current and future capability needs and translate these into clear learning priorities. • Develop, maintain and continuously improve the organisational training matrix, collaborating with leaders to keep role-based and compliance training requirements accurate and up to date. • Monitor role-based qualification, ticket and licence compliance, and follow up directly with managers to ensure employees hold and maintain the current qualifications, tickets and licences required for their roles, escalating risks where required. • Plan and conduct training needs analysis at organisational, team and individual levels to identify skill gaps and recommend the most effective learning solutions. • Provide advice and coaching to managers on capability development, learning pathways and options suited to their teams. • Recommend how learning effort and spend should be prioritised each year, so that investment is directed to the performance and compliance gaps identified through training needs analysis rather than to ad hoc requests.

4. Learning Delivery and Training Model	• Design, coordinate and deliver general training across the organisation, using adult learning principles and a mix of face-to-face, virtual and self-paced (e-learning) methods. • Coordinate the rollout of the new training model under the direction of the People and Capability Services Lead, including scheduling, communications, user guidance and practical support to embed new ways of working. • Own the plan and schedule for core training that every employee must complete and job-specific training required for particular roles, including the annual reviews and audits that confirm completion, with day-to-day booking, enrolment and attendance administration provided by the People and Capability Officer. • Develop and maintain training content, learning resources and supporting documentation to a consistent, high standard. • Source, brief and manage external training providers, monitor the quality and value of what they deliver, and manage training expenditure within the approved annual learning and development budget. • Evaluate the effectiveness of training and use feedback and results to continuously improve programs.
5. Learning Content, Capability Data and Continuous Improvement	• Own the learning content within the learning management system, including course structure, curricula, learning pathways and assignment rules, so training reflects role-based and compliance requirements. • Partner with the People and Capability Applications Administrator, who is responsible for the technical administration of the learning management system (user access, system maintenance, testing, upgrades and data integrity), to make sure learning is set up and functioning correctly. • Interpret training completion, compliance and capability information to identify gaps, inform decisions and support workforce planning, and specify the reports and dashboards required from the Applications Administrator. • Provide learning and content guidance to managers and staff on the training available to them and the pathways suited to their roles. • Contribute a learning and end-user perspective to system improvements, upgrades and testing led by the Applications Administrator, focusing on the learner experience and learning outcomes.
6. Diversity, Inclusion, Engagement and Wellbeing	• Contribute to Pilbara Ports' approach to diversity, inclusion, engagement and wellbeing by making learning accessible to all employees and building inclusive practice into training content and delivery. • Promote the Employee Recognition Program, and other programs that relate to diversity, inclusion, engagement and wellbeing.
7. Other Duties	• Undertake other duties within the scope, skills and capability of the role as required, and contribute to broader People and Capability projects and continuous improvement initiatives

Selection Criteria

Qualifications:

- A Certificate IV in Training and Assessment (TAE40122) or higher is essential. A relevant tertiary qualification in adult education, human resources, learning and development or a related field is highly desirable.

Personal Attributes:

- Behaviours that align with Pilbara Ports' values of Safety, Excellence, Teamwork, Integrity and Care.
- Demonstrated commitment to an inclusive work culture that encourages diversity and promotes employee mental health and wellbeing.
- Works well with others, builds trust, and supports positive working relationships
- Mindful in decision making and reflects on outcomes.

Work Related Requirements:

- At least three years' experience in a learning and development or training role, including designing, coordinating and delivering training for both operational and corporate audiences in a safety-critical or regulated environment.
- Experience partnering with operational and corporate teams to identify capability needs and deliver practical learning solutions.
- Experience conducting training needs analysis and maintaining a training matrix or similar capability/compliance tracking tool.
- Experience using a learning management system to set up and manage training content, working alongside technical system administrators.
- Demonstrated ability to manage multiple training activities and priorities simultaneously, meeting deadlines and service standards.
- Strong organisational skills and attention to detail to support learning records, documentation and compliance.
- Sound knowledge of adult learning principles and a range of training delivery methods, including e-learning.
- Strong communication, facilitation and stakeholder engagement skills, with the ability to influence and build trusted relationships.
- Sound judgement in resolving learning and capability challenges, with escalation where required.

Sound computing skills, and the ability to gain a Maritime Security Identification Card and a current WA driver's licence are prerequisites for this position.