



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION

1. IDENTIFICATION

DEPARTMENT: Prime Minister & National Executive Council	SYS. POSN. NO:	REF. NO: HRM 23	
OFFICE:	DESIGNATION/CLASSIFICATION: HR Officer, Learning & Training – Grade 14		
DIVISION: Corporate Services	LOCAL DESIGNATION: HR Officer, Learning & Training		
BRANCH: Human Resource Management	REPORTING TO: PA – Learning & Training	SYS. POS. NO:	REF. NO: HRM 22
SECTION: Organization & Change Management	LOCATION: Waigani		

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
ORG: 2/2016	08/05/2016	Reno / JD revised.
ORG: 1/2011	02/12/2011	Created

2. PURPOSE

Responsible for delivery of competency based training, development and implementation of a training plan, development and implementation of training programs and administration of the training budget to support the strategic objectives of the department.

3. DIMENSIONS

Financial - Nil	Staff supervised - Nil	Others - Nil
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4. PRINCIPLE ACCOUNTABILITIES

The HRO – Learning & Training reports to the Principal Advisor, Learning & Training. The incumbent is required to liaise with staff of the Department and contribute to the development and implementation of learning programs and projects to support the strategic objectives of the department.

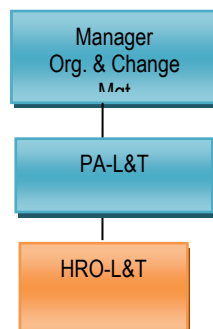
5. MAJOR DUTIES

- 5.1 Contribute to the implementation of a Training Plan, including development and implementation of a training needs analysis based on the future capability needs of the department.
- 5.2 Source and coordinate appropriate short-term training opportunities for staff based on departmental priorities.
- 5.3 Contribute to the coordination of long-term training opportunities in line with PNG Vision 2050 priorities.
- 5.4 Contribute to the preparation of training bids to the Department of Personnel Management and coordinate their programs on behalf of the department.
- 5.5 Deliver Cert II, Cert III and Cert IV in Government to develop public administration competencies within the department.
- 5.6 Coordinate recognition of Prior Learning processes with a Registered Training Organization to facilitate achievement of qualifications for staff.
- 5.7 Contribute to and support the administrative affairs of internal committees such as the Training Committee and other such functions as required under the *Public Service Management Act* and the *General Orders*.
- 5.8 Maintain staff training records for each staff member.
- 5.9 Contribute to the development of policies, procedures and information technology solutions to support training management and administration.
- 5.10 Provide regular briefs to the Principal Advisor, Learning & Training and Manager, Organization and Change Management on training matters.

6. NATURE AND SCOPE

The position provides advice and support to the Principle Advisor – Learning & Training and staff throughout the department on related training matters. The position informs the Principal Adviser-L&T on any issues arising and refer matters for resolution.

6.1 WORKING RELATIONSHIPS



(a) Internal

The HRO-Learning & Training reports to the Principal Advisor, Learning & Training. The HRO- Learning & Training provides advice and services to managers and staff throughout the department and informs the Principal Advisor, Learning & Training on any abnormal issues arising and may refer matters for resolution.

(b) External

The HRO-Learning & Training work requirements may include communication with the Department of Personnel Management and external training and venue providers.

6.2 WORK ENVIRONMENT

The position is administrative and is located in Sir Manasupe House, Waigani, however, when required, official visits to government agencies within and outside of National Capital District to undertake clientele services is inevitable.

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

Rules/procedures

The position is guided by the Public Service General Orders, Public Service Management Act, PMNEC & DPM Circular Instructions.

Decision

Decisions taken by the position shall be in line with the Public Service General Orders, Public Service Management Act, PMNEC & DPM Circular Instructions.

Recommendations

Any recommendations made by the position will be in line with relevant legislations and Standard HRM Practices and Department policies.

8. CHALLENGES

Key challenges for the job include: effective implementation of the change management policies and performance management strategies within the Department.

9. QUALIFICATIONS, EXPERIENCES AND SKILLS

a) Qualifications

The incumbent must have a minimum University qualification with a degree in Human Resources Management, Public Administration and or equivalent with a strong background in the PNG Public Service.

b) Knowledge

The Learning & Training Officer must have knowledge of adult learning principles, organisational development and change management and how they support the strategic objectives of a large organisation.

c) Skills

Focus strategically. Understands the organisation's objectives and links between the business unit, organisation and the whole of government agenda. Considers the ramifications of a wide range of issues, anticipates priorities and develops long-term plans for own work area.

Ensures closure and delivers on intended results. Strives to achieve and encourages others to do the same. Monitors progress and identifies risks that may impact on outcomes. Adjusts plans as required. Commits to achieving quality outcomes and ensures documentation procedures are maintained. Seeks feedback from stakeholders to gauge their input.

Nurtures internal and external relationships. Builds and sustains relationships with a network of key people internally and externally. Recognises shared agendas and works toward mutually beneficial outcomes. Anticipates and is responsive to internal and external client needs.

Demonstrates public service professionalism and probity. Adopts a principled approach and adheres to public service values and Code of Conduct. Acts professionally and impartially at all times and operates within the boundaries of organisational processes and legal and public policy constraints. Operates as an effective representative of the organisation in public and internal forums.

Negotiates persuasively. Approaches negotiations with a strong grasp of the key issues, having prepared well in advance. Understands the desired objectives and associated strengths and weaknesses. Anticipates the position of the other party, and adapts approach accordingly. Encourages the support of relevant stakeholders. Encourages debate and identifies common ground to facilitate agreement and acceptance of mutually beneficial solutions.

d) Experience

A minimum of 3 years work experience in Human Resource Management in the Public Service and/or a similar field.