

Training Coordinator

Brunel have recently partnered with one of Australia's leading EPCM delivery Service Partners to successfully recruit and place a suitably qualified Training Coordinator to support our Clients effective and professional Site based team on a 14/7 roster for a 2 year contract position flying out of Perth, Western Australia.

Summary

- Publication: PUB298371
- Market: OilGasAndMining
- Industry: Mining
- Area of expertise: Health, Safety, Environmental & Quality
- Hours per week: 80
- Education level: Other
- Closing date: Thursday, 25 March 2021

Job

- Support the EPCM Site HSE Manager in ensuring compliance to Client and Regulatory Training requirements.

- Coordinate and Manage the approval and VOC of “Project Contractor Training personnel”.
- Arrange for and complete the assessment of Project Contractor Assessors (E.g. Vehicle assessors, Haul road driver assessors etc)
- Complete the VOC and assessment of underground and Haul road vehicle driving assessments of EPCM Personnel.
- Coordinate the Project Contractor VOC process for High Risk License holders and safety critical positions. Governance and Assurance
- Ensure PCs have adequate systems to track and manage VOC’s of new employees
- Ensure PCs have a register of all High-risk license holders
- Manage the Implementation of new Project Training Initiatives across all EPCM and Contractor personnel.
- Liaise with Training Department and coordinate the ongoing mobilization of personnel to ensure inductions, assessments etc are planned without delays.
- Ensure the EPCM and Client personnel have the right qualifications to be conducting work in the field e.g.-WAH, CSE, PTW and Isolation training for our EPCM and Client Supervisors
- Ensure the EPCM and Client personnel have appropriate re-fresher training completed before expiry. Personnel may be on site greater than 2 years.
- Liaise with the Home Office HSE Team in the Pre-mobilization phase to ensure the Project Contractors Training plan is being developed having site input from the outset.
- Review and Audit existing Contractor plans for compliance and implementation.
- Deliver Training to EPCM and Client Personnel as and when required.
- Inform the Site HSE Manager of Training success and areas of improvement on a monthly basis

About you

- Certificate 4 in Training and Assessment
- Certification as Auditor or Lead Auditor would be desirable
- Certification in HSE related field would be desirable
- White Card, as required

- Technical, practical and leadership experience in Training, including experience in underground mining and strategic planning.
- Experience in building strong people relationships, general management practices and experience in managing and leading a team.
- Experience as Training Coordinator / Advisor / Manager in a FIFO role within the Mining sector (preferred).
- A strong knowledge of the relevant Training legislation and standards.
- Demonstrates excellent verbal and written communication skills.
- Ability to engage all stakeholders.

What we offer

- **2 Year Contract Starting ASAP**
- **2:1 FIFO from Perth, WA**
- **Competitive Hourly Rate**

Feel free to contact

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