

KARRATHA is CALLING

Training and Development Officer

Base Salary from \$106,842 to \$114,825 per annum plus 13% super
Fixed Term Position until 10 September 2027

Looking for an opportunity to make a lasting impact on workforce capability and employee development? The City of Karratha is seeking a proactive and passionate Training and Development Officer to join our People & Culture team on a fixed-term contract until 10 September 2027.

In this role, you'll lead the delivery of corporate training initiatives, coordinate apprenticeship and traineeship programs, and help shape learning and development opportunities that support organisational success and employee growth.

What You'll Be Doing:

- Coordinating and delivering corporate and operational training programs across the organisation.
- Managing the City's training calendar, induction program and training-related administration.
- Conducting training needs analyses and identifying learning and development opportunities.
- Coordinating apprenticeship, traineeship and work experience programs and supporting participants throughout their journey.
- Providing expert training advice and partnering with managers to build workforce capability.

What You'll Be Doing:

- Experience in training, learning and development, human resources or a related field.
- Strong organisational skills with the ability to manage multiple programs, stakeholders and competing priorities.
- Excellent communication and relationship-building skills with a customer-focused approach.
- Knowledge of training principles, learning management systems and the Vocational Education and Training (VET) sector.
- A collaborative and innovative professional who is passionate about helping others learn, develop and succeed.

Why Join Us?

- 6 weeks annual leave and 13% superannuation
- Allowances of up to \$26,188 per annum
- Enjoy your own Free individual membership to our recreation centres and pool facilities, and access \$500 of Salary Sacrifice arrangements that can be used for specific programmes or family memberships
- Up to \$3,000 per year for approved study relevant to your role
- Employee Assistance Program (EAP) for confidential wellbeing support

Come for a career and stay for a lifestyle!