

Position Description

Title	Training Product Developer	Reports to	Manager, Training Packages and Quality
Location	473 Bourke Street, Melbourne	Date	June 2026
Position type	Fixed Term Contract	Salary	\$109,200 per year + 15.4% superannuation

About the company

Public Skills Australia (PSA) is appointed by the Department of Employment and Workplace Relations (DEWR) as one of 10 Jobs and Skills Councils. Public Skills Australia works with employer and employee representatives (career and volunteer) from the Public Safety and Government industry-sectors – Police, Fire and Emergency Services, Correctional Services, Defence, Federal, State/Territory, and Local Government – and provides the following services in support of industry:

- development and consultation of workforce planning and training products that meet industry and policy needs;
- implementation, promotion and monitoring of strategies that drive improvement of training delivery and monitor resulting impacts; and
- stewardship of intelligence relating to workforce challenges and skill needs.

About the position

In the context of PSA, Training Product Developers coordinate the end-to-end delivery of PSA training products and projects. Using excellent verbal and written communication skills, they draft and review Vocational Education & Training (VET) products, facilitate collaborative workshops, and foster strong professional and collaborative partnerships with internal and external stakeholders. Training Product Developers work as part of small, cross-functional teams on several projects simultaneously at any given time. They apply their originality of thought and natural curiosity to deliver contemporary, innovative products for industry.

Public Skills Australia behaviours and expectations

As an employee at PSA, you will be expected to support the organisations values below:

Diligent	We support our staff and enable them to show curiosity, leadership and solidarity in support of our members and the Board, the Department of Employment and Workplace Relations, Jobs and Skills Australia, and other Jobs and Skills Councils (JSCs)
Trustworthy	We build strong relationships with our industry-sectors by being efficient, consulting widely and using effective governance practices. We promote good governance and proper fiscal management

Purposeful

We provide high-quality, informed work that is meaningful and supports our industry-sectors.

Key responsibilities

This role will:

1. Develop contemporary and compliant Vocational Education and Training (VET) products.
2. Develop and maintain detailed project plans to ensure project milestones and stakeholder expectations are met.
3. Develop high quality, accurate briefing notes, papers and reports to support industry consultation and governance processes.
4. Develop and present high quality online and face to face presentations to internal and external stakeholders.
5. Facilitate online and face-to-face workshops with internal and external stakeholders.
6. Negotiate consensus on product content with internal and external stakeholders.
7. Work on multiple products and/or projects simultaneously in a fast-paced environment.
8. Work proactively within a small, cross-functional team environment.
9. Other reasonable duties as may be required.

Essential Selection Criteria

1. Working knowledge of Vocational Education and Training and/or compliance requirements, as outlined in the Training Package Organising Framework.
2. Demonstrated experience in project planning and/or management.
3. Demonstrated excellent written and verbal communication skills.
4. Demonstrated problem-solving and negotiation skills, that develop and maintain positive relationships with internal and external stakeholders.
5. Demonstrated time management skills, with the ability to work to deadlines and manage competing priorities.
6. Demonstrated ability to work on multiple projects simultaneously in a fast-paced environment.
7. Be motivated to promote a curious, innovative and professional culture across the company.
8. A tertiary qualification such as a Bachelor or Masters degree, and/or a Certificate IV in Training and Assessment (TAE40116 or TAE40122).

Recent graduates are encouraged to apply but will need to demonstrate that they have transferable skills that align to the key selection criteria.

Desirable Selection Criteria

1. Demonstrated experience working within a public safety, government and/or corrections environment.
2. Demonstrated experience coordinating consultants and/or subcontractors.

Other:

1. For the duration of employment, incumbent is required to:
 - a. pass and maintain a National Police Record Check

- b. pass and maintain an 'employee' type Victorian Working with Children Check (WWCC)
 - c. be legally allowed to work in Australia.
- 2. It is strongly preferred that the incumbent holds a current Australian State or Territory drivers' licence (car).
- 3. There may be times when it is required to work outside normal business hours i.e. evenings and weekends to meet stakeholder requirements.
- 4. Travel will be required for this position, including overnight stays and journeys by road, public transport and commercial airlines. This will include attendance at the Melbourne office as required by business and deliverable requirements.

Type of employment

This is a full-time, fixed-term position, with the duration aligning to the current Department of Employment and Workplace Relations (DEWR) grant funding available through till 30 June 2028, unless otherwise stipulated in the employee contract or agreement. Experienced staff within the public service will be considered for secondment arrangements. A six (6) month probationary period applies to all new PSA employees (external candidates).

Location

This position is based at the company's office within the Melbourne Central Business District (CBD). The candidate will be required to attend the Melbourne office as necessitated by business and deliverable requirements. PSA supports flexible working arrangements, with a focus on balancing staff needs with work requirements.

Staff can expect dependant on work deliverables, that they may be required to work from the office location exclusively for a period. With PSA in an establishment and growth phase, it is anticipated that in the first instance work will be primarily conducted from the Melbourne office.

Periodical Review

All PSA positions are subject to regular review and amendment as appropriate following consultation. This Position Description serves to illustrate the scope and responsibilities of the post and is not intended to be an exhaustive list of duties. You will be expected to perform other job-related tasks requested by management and as necessitated by the development of the organisation.