

POSITION DESCRIPTION

Regional Training Manager



Position Title:	Regional Training Manager		
Department:	Training Services Group		
Reports to:	Chief Instructor		
Location:	Puckapunyal		
Security level required:	NV 1	ITAR designated:	Yes

Direct Reports:	Key Relationships: (Internal/ External)
Level 5 BMS-C2 Instructor/Mentors Field Service Representative	Internal: <ul style="list-style-type: none"> • Chief Instructor • Other Regional Managers • Engineering • Other Project Managers
Budget:	External: <ul style="list-style-type: none"> • Commonwealth (Customer) • ADF (Users)
NIL	

The Company:	Elbit Systems of Australia Pty Ltd (ELSA) is a growing presence in the defence industry in Australia. A subsidiary of Elbit Systems Ltd, ELSA develops state of the art technologies and integrates them into the Australian market. ELSA's main business is Systems Integration for the Australian Defence Force (ADF), with an emerging presence in the intelligence and cyber markets.
Position Purpose:	To lead a team delivering a range of training and other services to the ADF and other BMS-C2 users within Puckapunyal. The role will involve the day to day interface with the user community and the management of the relationship between the Company and the Contract Authorities representative. The role will also require the individual to be able to deliver formal instruction within a classroom environment, conduct ad hoc instruction within a barracks and field environment, to deliver refresher training and to mentor a range of users within the users work environment.

Core Responsibilities:	Key Tasks:	Expected Results:
Team Leader 70%	<ol style="list-style-type: none"> 1. Lead and manage the Training Team 2. Ensure the relationship with the customer is respectful and the training delivered is of the highest standard and professional. 3. Be responsible for team administration, goals, priorities, individual development, budgeting, resource management and contributing to project success. 4. Interface with the customer and user community 5. Team tasking and priority management 	<ol style="list-style-type: none"> 1. Deliver contracted outputs 2. Manage and administer the training team in line with ELSA policies and procedures 3. Understand the ELSA BMS-C2 solution 4. Have a comprehensive knowledge of the BMS-C2 environment, software and hardware solutions as well as knowledge of how BMS – C2 fits into the Command and Control environment of the ADF at different levels. 5. Advise users on the operation of the ELSA BMS-C2 solution as in a modernised mission command environment

<p>Instructor/Mentor 30%</p>	<ol style="list-style-type: none"> 1. Gain a comprehensive understanding of the ELSA BMS-C2 solution including the linkages to other systems. 2. Deliver formal instruction within a course structure within a classroom environment 3. Conduct ad hoc instruction within a barracks and field environment 4. Deliver refresher training 5. Mentor a range of users within the users work environment. 	<ol style="list-style-type: none"> 1. Understand and be able to operate the software and hardware associated with BMS-C2 2. Deliver training 3. Mentor and coach ADF users in the operation and full utilisation of the BMS-C2 systems 7. 4. Understand the broader capabilities of the C4I system and how the BMS-C2 draws from and contributes to the C4I network and the ADF C2 environment
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<p>Occupational / Work Health & Safety Responsibilities:</p> <ul style="list-style-type: none"> • Take reasonable care to ensure personal safety and health and that of others in the work place • Observe all safe working practices and use personal protective equipment as required • Report and maintain records of ALL accidents, incidents and hazardous situations • Promote and maintain ELSA values: Customer Focus, Employee Excellence, Innovation and Creativity, Teamwork, Accountability and Ethical Conduct
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Major Challenges:	Short/ Medium/ Long Term:	Desired Outcome:
Develop a close working relationship with the user community	<ul style="list-style-type: none"> • Short 	Assist in change management from an analogue to a Digital Army
Understand the role of the BMS-C2 solution within a future digitised environment	<ul style="list-style-type: none"> • Short 	Guide the development of the training so that the ADF gains the maximum use of the capability

Training & Qualifications:	
Essential	Desirable
<ul style="list-style-type: none"> • Professional military education commensurate with the student target audience • Sub-unit Command 	<ul style="list-style-type: none"> • Performed the role as an Instructor
Work Experience & Industry Knowledge:	
Essential	Desirable
<ul style="list-style-type: none"> • Have an understanding of both the Australian Army and of the ADF doctrine that underpins its war fighting capabilities, from Brigade to Platoon level • Demonstrated experience and ability in a complex and demanding leadership role; • Excellent time management/organisational skills and the ability to set priorities as well as plan the completion of contracted agreed outputs within statutory timeframes. • A demonstrated ability to work with a range of stakeholders in the planning, management, administration and execution of activities; • A demonstrated ability to communicate with staff and customers at all levels; 	<ul style="list-style-type: none"> • Have experience in working at Command levels within the ADF at Platoon/Troop, Company/Squadron, and Unit as well as experience within a Formation or Joint Headquarters • Have experience with BMS-C2 • A demonstrated ability to use Microsoft office functions (Word, Power Point, Excel and Outlook)

<ul style="list-style-type: none"> • A demonstrated ability in analysis, report preparation and writing that displays accuracy, brevity, clarity and can identify issues, provide options and well thought through recommendations. 	
Core Behavioural Competencies & Skills:	
Essential	Desirable
<ul style="list-style-type: none"> • Building Partnerships • Mentoring • Communication • Problem Solving • Decision Making • Leading & Developing Others 	

Employee:

Name: _____ Signature: _____ Date: _____

Manager :

Name: _____ Signature: _____ Date: _____