



Position Description

Workplace Trainer and Business Partner

Supporting Everyone to be healthy and live well

PURPOSE OF THE ROLE

The Workplace Trainer-Careers Advisor is a sub-regional role that supports Echuca Regional Health, Cohuna District Hospital, Kyabram District Health Service and Rochester-Elmore District Health services. The Workplace Trainer / Business Partner is responsible for providing essential training and career advice to the following streams under the Health & Allied, Managers & Administrative Workers Enterprise Agreement: The position can be based at any health service

Position Details	
Position Title:	Workplace Trainer and Business Partner
Department	Education, Training & Research
Reports to:	Director of Education, Training and Research. Has strong relationship with the People & Culture Managers at all Health Services
Positions Reporting to this role:	Nil
FTE:	0.6 EFT
Enterprise Agreement:	Health & Allied, Managers & Administrative Workers Enterprise Agreement
Position Classification:	Grade 3-4 (HS3-HS4)
Position Description last reviewed:	17/06/2024

Key Accountabilities
Operate as a regional partner to deliver technical training and support strategic planning across a range of areas
Collaborate with both internal and external stakeholders to develop and deliver a regional leadership program that meets the needs of different capability levels
Builds relationships
Identified and monitors the trends inside and outside the region and builds key partnerships to strengthen workplace training opportunities
Conduct and maintain an organisational needs analysis to determine training requirements
Oversee the traineeship program and collaborate closely with the Human Resource (HR) team
Provide advice to participating employees on possible career pathways, and areas of

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potential future training and employment
Develop personally and professionally through networking and maintaining up to date knowledge on health issues, practices and technology
Other duties as identified by the Director of Education, Training & Research in collaboration with the four-subregion health service

Selection Criteria
Essential:
Qualifications:
The ability to communicate effectively with a range of internal and external stakeholders in order to achieve desired outcomes
The ability to work autonomously and meet role KPI's
Relevant experience in delivering training packages and or career pathway advice
Current valid Driver's License
TAE40116: certificate IV in Training and Assessment, or equivalent or the ability to acquire such within a role
Satisfactory evidence of; National Police Check, Working with Children's and Vaccination status in line with policy and procedure at this time
Desirable:
Business diploma or relevant vocational qualification and/or competencies at least to the level to be delivered and assessed

Organisational Responsibilities
Positively promote ERH within and externally to the organisation
Comply with the ERH and Victorian Public Sector Code (VPS) of Conduct
Each employee has a responsibility to comply and promote practices with all ERH policies and procedures and familiarise themselves with those relevant to their position
Comply with relevant registration bodies mandatory continuing professional development requirements
Carry out all work and interactions in alignment with the CARE values
Report all incidents and near misses as soon as possible after the event
Participate in risk management activities and assist with identification and control of risks within their department or area of work





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Actively support compliance with the National Safety & Quality Health Service Standards and other professional standards and relevant regulatory requirements

CARE Values

All staff are expected to behave in a way that is in alignment with our corporate values:

Collaboration 	Works with a team focus Cooperates with others and gains input and support to assist in achieving objectives We work with others to achieve shared goals
Accountability 	Monitors the impact of one's own behaviour on others Supports a "no-blame" culture in reporting incidents and helping to effectively resolve them
Respect 	Treats people fairly and openly Treats people with dignity Demonstrates personal standards of consistency, tolerance and patience
Excellence 	Consistently supports and follows organisational policies and procedures Actively participates in identifying opportunities to improve what we do

Key Relationships

Internal	External
Director of Education, Training & Research, Regional People & Culture Managers, Regional Executive Director of Corporate Services, Corporate Services Manager, Business Partners, Human Resources, Educators, Unit Managers, staff	Registered Training Organisations, Universities, Victorian Network of workplace Advisors, HWU, Schools, Neighborhood houses and other regional stakeholders

Leadership Capabilities





The table below indicates the leadership capability levels required. This table will need to be read in conjunction with the ERH Leadership Capability Framework.

✓ **PLEASE USE A TICK ICON TO INDICATE REQUIRED LEVEL**

Category	Descriptors	Foundation	Proficient	Advanced	Highly Advanced
	Inspires direction & purpose		✓		
	Turns challenges into		✓		

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Collaboration 	opportunities				
	Communicates effectively			✓	
	Builds relationships			✓	
	Works collaboratively			✓	
Accountability 	Acts with integrity		✓		
	Demonstrates accountability		✓		
	Drives accountability		✓		
	Manages self		✓		
	Promotes innovation		✓		
Respect 	Accessible communicator		✓		
	Values difference		✓		
	Consistently articulates direction		✓		
	Empowers others		✓		
	Respectfully influences		✓		
Excellence 	Delivers results			✓	
	Plans and prioritises		✓		
	Thinks and solves problems			✓	
	Consumer focus		✓		
	Innovation change leader		✓		

TERMS & CONDITIONS OF EMPLOYMENT:

Terms and conditions are in accordance with the Letter of Offer and Contract of Employment.

I acknowledge that I have received a copy of this position description. I have read (or have had read to me) and understand the requirements of this position. I agree to work in accordance with this position description.

Signed: _____ Date: / /

Print Name: _____

cc: Employee File



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