



Position Description: Workplace Trainer & Career Advisor

Supporting Everyone to be healthy and live well

PURPOSE OF THE ROLE

The Workplace Trainer & Career 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 position is responsible for coordinating and delivering essential training, assessment and career advisory services for employees covered under the Health & Allied Services, Managers & Administrative Workers Enterprise Agreement. It ensures that employees across all four health services have access to high-quality training and career development opportunities that build capability, enhance workforce sustainability and support equity and inclusion.

Position Details	
Position Title:	Workplace Trainer & Career Advisor
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:	1.0 FTE
Enterprise Agreement:	Health & Allied Services, Managers & Administrative Workers Enterprise Agreement 2021-2025
Position Classification:	HS3
Position Description last reviewed:	February 2026

Key Accountabilities
Design, develop, and support delivery of learning programs using accredited training packages and courses (Certificate II–Diploma level) that meet employee and industry needs.
Develop, manage, and evaluate assessment activities, including supporting Recognition of Prior Learning (RPL) processes in partnership with RTOs.
Provide career advice and guidance to employees, including personalised career and academic planning, resume building, job applications, and interview preparation.
Contribute to training needs analyses and workforce capability planning in line with the Agreement Implementation Committee (AIC) and/or Workforce Skills, Capability and Mobility Committee strategies.
Develop learning resources and assessment tools to support program outcomes and compliance requirements.
Liaise with external training providers to coordinate the delivery of appropriate courses and clinical placements.
Oversee the traineeship program, work experience program and collaborate closely with the Human Resource (HR) team to deliver programs aligned to strategic priority outcomes



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Provide advice on course funding, availability and study leave to support employee participation in training.

Develop personally and professionally through networking and maintaining up to date knowledge on health workforce issues, practices and technology

Support employee wellbeing by promoting access to development opportunities, fostering inclusive learning environments, and contributing to initiatives that enhance workforce resilience and engagement.

Other duties as identified by the Director of Education, Training & Research in collaboration with the four-subregion health service

Selection Criteria

Essential:

Qualifications:

- TAE40116: Certificate IV in Training and Assessment, or equivalent or willingness to acquire.

The ability to work autonomously and meet role KPI's

Relevant experience in delivering training packages and or career pathway advice

Ability to engage and motivate adult learners, including those from diverse backgrounds.

Current valid Driver's License to travel across sites where training delivery or advisory support is required.

The ability to communicate effectively with a range of internal and external stakeholders in order to achieve desired outcomes

Strong organisational and time management skills, with flexibility to deliver across multiple modes and schedules.

Satisfactory evidence of; National Police Check, Working with Children's and Vaccination status in line with policy and procedure at this time

Desirable:

- Qualifications and/or experience in human resources, adult education, or career development/advisory.

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


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



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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 Education, Training & Research	Registered Training Organisations
Executive Leadership Team	Universities
Regional People & Culture Managers	Victorian Network of Workplace Advisors
Regional Human Resources Teams	Health Workers Union (HWU)
Regional Management Teams	

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.					
Category	Descriptors	Foundation	Proficient	Advanced	Highly Advanced
	Inspires direction & purpose			✓	
	Turns challenges into opportunities		✓		
Collaboration 	Communicates effectively			✓	
	Builds relationships			✓	
	Works collaboratively			✓	
	Acts with integrity		✓		
	Demonstrates accountability		✓		



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Accountability 	Drives accountability		✓		
	Manages self			✓	
	Promotes innovation		✓		
	Accessible communicator		✓		
Respect 	Values difference		✓		
	Consistently articulates direction			✓	
	Empowers others		✓		
	Respectfully influences		✓		
	Delivers results			✓	
Excellence 	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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