

Training Consultant

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Company: St Vincent's Health Australia

Location: Australia

Category: other-general

locations QLD - Brisbane, CBD & Inner Suburbs NSW - Sydney, CBD, Inner West and Eastern Suburbs VIC - Melbourne, CBD & Inner Suburbstime typeFull time posted on Posted 2 Days Agojob requisition idJR136396 Job Description:Respectfully - No Recruitment Agencies Please.We are looking for a special kind of person – a St Vincent's kind of person. Someone who puts compassion, connection and caring for other people at the heart of everything they do.St Vincent's Health Australia are consistently aiming to create efficiencies and ensure effective systems are in place to support our ever-evolving environment. UKG Dimensions will be implemented across all divisions in the organisation and supported by a highly skilled, dedicated project team specifically designed to implement the change and system across St Vincent's Health Australia. UKG Dimensions is a global workforce management solution which will automate and streamline important workforce processes such as timekeeping and scheduling.Reporting to the Training Lead, you will be responsible for evaluating, designing and developing self-paced courses, and short courses using programs like Articulate. There are a number of online instructor led training sessions requiring development and your exceptional presentation and delivery skills. You will be able to jump into sessions where you are able to help a learner with specific questions about the training and system. You will be monitoring training evaluations and success measures for continuous improvement. You will have worked with UKG previously to ensure success in SVHA's sustainable training capability for its Workforce Management solution. The successful applicant can be based in Brisbane (preferred), Melbourne or Sydney and will benefit from working in a flexible environment which includes a mix of working from home and at our

state based corporate office. However, as you will know too well with your project background, high profile projects like this require a true commitment and you will be expected to manage your days and work location to suit. This position will be offered on a Fixed Term Full-Time arrangement until 5 February 2025 with review for possible extension.

Key responsibilities of the role: Review and analyse existing training materials, content and available resources and update where required Develop and Design self-paced training and short courses using Articulate, and Instructor Led training sessions Update/ Develop job aids and videos Cross-collaborate with Subject Matter Experts (SMEs) to coordinate training material development and roll-out assist in training rollouts, schedules and delivery Deliver Instructor Led Sessions and ensure staff across all areas of the organisation receive the same, high standard and consistent level of training and support Deliver training to staff across e-learning, webinars and online instructor led training sessions, and adapt when training across multiple platforms Review course feedback and strive for the programs continuous improvement Get involved in Hyper Care sessions and answer real time questions from employees that have attended training and may need help Administration functions like setting up training sessions in Microsoft office and using the current LMS to administer attendance of training

Things that work for us: Exceptional organisation, planning, motivation, leadership and interpersonal skills with a passion for delivering outcomes Diploma of Training Design and Development or Certificate IV in Training and Assessment (desirable) Proven experience in a complex project environment, ability to communicate both verbally and in writing with staff at all levels including senior leadership teams and strong computer proficiency Experience with UKG Dimensions in a Training Analyst or Training Consultant role (or similar) Demonstrated experience in design, development, LMS, Articulate and Delivery Collaborative working practices and the ability to work on multiple priorities effectively and efficiently under pressure Current 2024 Flu Vaccine and a minimum of two (2) COVID-19 Vaccinations National Criminal History Check (within the last 6 months)

Things that work for you: Join a highly skilled and dedicated project team who have a healthy team culture Ability to visibly see your impact on the business and its service Competitive salary packaging options Discounted private health insurance Employee Assistance Program for staff and their families Access to the Fitness Passport (FP)

Why become part of St Vincent's Health Australia? Because there is so much heart here. Everywhere you go. You'll see and feel it across St Vincent's. At St Vincent's we value inclusivity and diversity and acknowledge the important of creating a work environment that is welcome, safe, fair and impartial and invite

people from all backgrounds to join our caring St Vincent's family – better and fairer care, always. Reconciliation Action Plan As part of our Commitment to Reconciliation and Closing the Gap in employment related outcomes, we encourage applications from Aboriginal and Torres Strait Islander Peoples. For further information, visit <http://www.svha.org.au/about-us/reconciliation> This position is subject to Commonwealth and State government direction regarding vaccination against COVID-19. Successful applicants must meet these vaccination requirements. Interested? Apply today and please note - we will be progressing applications throughout the advertising period. Position Description and Critical Job Demands

Checklist: Review the following documents: Alternate Contact: Closing Date: 16 May 2024

11:59pm Job Description: Respectfully - No Recruitment Agencies Please. We are looking for a special kind of person – a St Vincent's kind of person. Someone who puts compassion, connection and caring for other people at the heart of everything they do. St Vincent's Health Australia are consistently aiming to create efficiencies and ensure effective systems are in place to support our ever-evolving environment. UKG Dimensions will be implemented across all divisions in the organisation and supported by a highly skilled, dedicated project team specifically designed to implement the change and system across St Vincent's Health Australia. UKG Dimensions is a global workforce management solution which will automate and streamline important workforce processes such as timekeeping and scheduling. Reporting to the Training Lead, you will be responsible for evaluating, designing and developing self-paced courses, and short courses using programs like Articulate. There are a number of online instructor led training sessions requiring development and your exceptional presentation and delivery skills. You will be able to jump into sessions where you are able to help a learner with specific questions about the training and system. You will be monitoring training evaluations and success measures for continuous improvement. You will have worked with UKG previously to ensure success in SVHA's sustainable training capability for its Workforce Management solution. The successful applicant can be based in Brisbane (preferred), Melbourne or Sydney and will benefit from working in a flexible environment which includes a mix of working from home and at our state based corporate office. However, as you will know too well with your project background, high profile projects like this require a true commitment and you will be expected to manage your days and work location to suit. This position will be offered on a Fixed Term Full-Time arrangement until 5 February 2025 with review for possible extension. Key responsibilities of the role: Review and analyse existing training materials, content and

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Position Description and Critical Job Demands

Checklist: Review the following documents: **Position Description:** Training Analyst/Consultant

Contact Details: Danni Finau - TalentNational@svha.org.au **Alternate Contact:** Closing Date: 16

May 2024 11:59pm

Reconciliation Action Plan: At St Vincent's we acknowledge the importance of creating a work environment that is welcoming, safe, equitable and inclusive for Aboriginal and/or Torres Strait Islander Employees. As part of our Commitment to Reconciliation and

Closing the Gap in employment related outcomes, we encourage applications from

Aboriginal and Torres Strait Islander Peoples. For further information, visit [https](https://www.svha.org.au/about-us/reconciliation)

[://www.svha.org.au/about-us/reconciliation](https://www.svha.org.au/about-us/reconciliation) or get in contact at indigenouscareers@svha.org.au

View Reconciliation Action Plan Code of Conduct: [View Code of Conduct](#) [Set up Job Alerts](#) to see

future opportunities that interest you. New users can click [Create Account](#) from the Sign-in

screen. **Become a healthcare superhero**

About Us St Vincent's Health Australia has been serving Australians with compassionate health and aged care since our first hospital was

established in Sydney in 1857. Founded by the Sisters of Charity more than 180 years ago,

St Vincent's is a clinical, research and education leader delivering private hospital, public

hospital and aged care services across NSW, VIC and QLD. Our founder, Mary Aikenhead's

vision, commitment and inspiration lives on in us and the work we do. From modest

beginnings, St Vincent's Health Australia is today the nation's largest not-for-profit health and

aged care provider, offering services in Queensland, New South Wales and Victoria,

including public and private hospitals and aged care facilities. The St Vincent's family

comprises 22,000 outstanding nurses, researchers, cooks, doctors, executives, administrators,

cleaners, volunteers and more.

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