

Health Services Union NSW/ACT/QLD

Training Officer

The Health Services Union NSW/ACT/QLD is a strong, growing union that aims to use its collective power to build a fair and just society through improving conditions for our members in the health and aged care industry.

The HSU is currently hiring to fill the vacancy of Training Officer, responsible for the effective development, coordination and presentation of training and development programs to ensure workplace delegates and activists develop their skills to actively participate in HSU activities and promote its values.

Job Description

- Schedule and co-ordination of training dates, rooms, materials, course invites, follow ups etc
- Facilitate and deliver informative, interesting and participative learning events / training sessions to HSU delegates and activists (Note: significant travel is involved to deliver these sessions across the ACT, NSW and QLD)
- Develop & maintain training courses and materials
- Ensure developed courses are delivering consistent 'messages' aligned with HSU values and mission.
- Develop methods for evaluating training course effectiveness and contribute to the continual improvement of delegate and activists training.
- Liaise with HSU Management and Organisers to develop / refine suitable learning programs for HSU delegates and activists
- Develop and manage planning of training schedule.

Essential Experience and Qualifications

The Training Officer requires a broad skill base, a capacity and interest in being involved in activities, problem solving capacity, flexibility, and professionalism. It also requires strong interpersonal and relationship building skills, understanding the culture and possessing a strong commitment to HSU.

- Recognised qualification in Adult Education/Workplace Training (or Recognised qualification (or significant experience) in Adult Education/Facilitation
- an understanding of Union organising and campaigning
- excellent training skills with a focus on practical and interactive adult learning
- a solid understanding of the rights and powers of HSR's and the power to organise around safety
- Relevant learning and development experience;
- Demonstrated ability to lead an initiative through the learning cycle (e.g. needs analysis, design & development, delivery, assessment & evaluation);
- Advanced written and oral communication and presentation skills;
- Proficiency in creating quality learning materials (e.g. workshop manuals, etc.);
- Ability to develop and maintain strong working relationships with a diverse range of stakeholders;

- Ability to quickly comprehend and assimilate unfamiliar material (i.e. learning content)
- Commitment to quality with attention to detail;
- Experience with e-learning authoring tools and virtual classroom sessions would be beneficial but is not essential.

Desired Experience and Qualifications

- Strong service delivery orientation, warm friendly and human approach to service;
- Exceptional interpersonal, communication, and client relationship skills and an effective team player;
- Non-hierarchical, with the ability to engage and communicate with people at all levels;
- Ability to maintain personal effectiveness particularly during periods of higher than normal workload;
- Self-aware, understands their role and takes responsibility for own actions;
- Have a passion for people - enjoy looking for ways to improve and step up quality and level of service.

Salary

- Salary will be offered based on skills and experience as per the HSU Employee Agreement.

If interested, please forward your resume and cover letter to: **hr@hsu.asn.au**

For further information please contact Emilija Gudovska on 1300 478 679 or by email: emilija.gudovska@hsu.asn.au

Applications close: COB Friday 6th September 2019.

**ONLY APPLICANTS WITH THE RIGHT TO WORK IN AUSTRALIA WILL BE
CONSIDERED FOR THIS ROLE**