

Position Description

Title	Training and Development Consultant
Business Unit	Enterprise Partnerships and Development
Location	52 Merthyr Road, New Farm Queensland 4005
Employment type	Full Time (76 hours per fortnight), Ongoing
Reports to	Senior Manager, Enterprise Partnerships and Development

About Uniting

Uniting Vic.Tas is the community services organisation of the Uniting Church. We've been supporting people and families for over 100 years. We work alongside people of all ages in local communities in Victoria and Tasmania. Our services reach to Albury-Wodonga in the north, Mallacoota in East Gippsland, the Wimmera region in the west, and across Tasmania.

We empower children, young people and families to learn and thrive. We're there for people experiencing homelessness, drug and alcohol addiction or mental illness. We support people with disability to live the life they choose. We assist older people to maintain their independence and enjoy life. We provide opportunities to access training and meaningful employment. We're proud to welcome and support asylum seekers to our community. We work to empower people with the information, skills and tools they need to live a healthy, happy life.

As an organisation, we work in solidarity with Aboriginal and Torres Strait Islander people as Australia's First Peoples and as the traditional owners and custodians of this land. We celebrate diversity and value the lived experience of people of every ethnicity, faith, age, disability, culture, language, gender identity, sex and sexual orientation. We welcome lesbian, gay, bisexual, transgender, gender diverse and non-binary, intersex, and queer (LGBTIQ+) people at our services. We pledge to provide inclusive and non-discriminatory services.

Our purpose: To inspire people, enliven communities and confront injustice

Our values: We are imaginative, respectful, compassionate and bold

1. Position purpose

The development and delivery of consultancy and training services internally, within Uniting (VicTas), and externally to companies, organisations, government bodies and government regulators. These services look to influence cultural change benefiting vulnerable and disadvantaged people.

2. Scope

Budget: nil

People: nil

3. Relationships

Internal

- Colleagues in the EP&D team
- Uniting staff from other teams, particularly CYF (Child, Youth and Family) and E&FI (Energy and Financial Inclusion)

External

- Team members

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- Uniting staff, and other programs
- Various levels of leadership with Corporate partners,
- External organisations associated with our work.

4. Key responsibility areas

Training

Service delivery

- Undertake needs analysis, design training and delivery of services to client organisations.
- Deliver a range of materials to a variety of consumers, including corporate, community and other Uniting programs.
- Assist with refinement of existing materials, as well as developing new materials that are unique, based on research and learnings from training and consultancy.
- As part of the need's assessment process, undertake document reviews for client's publications, both internal and external.
- Consult with stakeholders, learning partners and subject matter experts to create the desired learning and to ensure learning project deliverables are met.
- Connect learning solutions to business strategy and employ a strongly customer-focused approach and co-creation of delivery.
- Effectively manage both large projects and smaller pieces of work to maximise use of both time and resources.
- Preparation of timely and relevant written reports for internal and external needs.
- Contribute to the development of appropriate databases for data collection, storage, reports and evaluation purposes.

Consultancy / Project Support Delivery

- Based on initial discussion outlining organisation requirements and findings from initial needs assessment procedures, work with the Senior Manager and other team members to develop proposals for businesses, regulators and Government.
- Manage diagnostic reviews to enable holistic understanding of clients and their requirements, including sector and regulatory requirements.
- Present diagnostic findings and reporting to high-level corporate and government clients for discussion and planning.
- Consolidate information and provide recommendations for review and development of training and/or consultancy processes and materials.
- Share client and service offering knowledge with colleagues, including lessons learned, based on areas of expertise.
- Develop and prepare reports for internal and external stakeholders.
- Conduct research, keeping abreast of new trends and information across a variety of relevant industries to enhance and feed into consultancy and training delivery.

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| Stakeholder Management | <ul style="list-style-type: none"> • Represent Uniting and its services in external forums, in both the corporate and community sectors. • Represent Senior Manager and Uniting at industry discussions to assess business needs and service delivery. • Maintain relevant professional networks and identify business development opportunities for the attention of the Senior Manager • Manage key corporate and government client relationships throughout project consultation, development and delivery process. |
| Finance Management | <ul style="list-style-type: none"> • Work with Senior Manager to develop timelines and budgets for consultancy and training purposes. • Manage credit card facility in line with organizational requirements. |
| Personal accountability | <ul style="list-style-type: none"> • Compliance with Uniting’s values, code of conduct, policies and procedures and relevant government legislation and standards where relevant. • Cooperate with strategies to actively ensure the safety, protection and well-being of children who come into association with us. • Ensure appropriate use of resources. • Work collaboratively with Uniting (Victoria Tasmania) employees and external stakeholders in accordance with Uniting’s values and professional standards of behaviour. • Actively participate in initiatives to maintain, build upon and promote a positive and collaborative workplace. • Identify opportunities to integrate and work collaboratively across teams. • Take reasonable care for your own health and safety, and health and safety of others (to the extent required). • Promote a positive safety culture by contributing to health and safety consultation and communication. • Promptly respond to and report health and safety hazards, incidents and near misses to line management • Attend mandatory training sessions (i.e. equal employment opportunity, health, and safety) and mandatory training specific to position. |

5. Performance indicators

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| Achieves Results | <ul style="list-style-type: none"> • Development and implementation of consultancy and training activities in an ethical, timely and professional manner. |
| Client management | <ul style="list-style-type: none"> • Diversity of clients requires flexibility and ingenuity, the ability to research industry issues and the appropriate education methodologies best suited for change. • Develop and implement appropriate evaluation frameworks for individual projects. |
| Teamwork | <ul style="list-style-type: none"> • Participate in review and development of new and existing training materials and framework. • Ability to work collaboratively with other team members to get the job done. • Is tolerant and open. Treats all people with respect and dignity. • Remains positive and responds to pressure in a controlled manner. Ensures work is completed within timeframes. |

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- Professionalism**
- Performs all aspects of the role in an ethical, efficient and timely manner.
 - Accepts personal responsibility for accurate completion of work and seeks help when required.
 - Reflects on own performance and seeks feedback from others to inform continuous learning.
 - Engages in continuous learning opportunities and supports others in learning.
 - Keep abreast of relevant theoretical, legislative and policy developments with respect to trends and research.
 - Undertake regular supervision and performance reviews with line manager, providing feedback to promote collaborative working relationships
 - Represent Uniting in a professional manner at all times, at forums, meetings, conferences and workshops as delegated by the Senior Manager.

6. Person specification

- Qualifications**
- Certificate IV in Workplace Training and Assessment (current) or equivalent.

- Experience**
- Exceptional training, delivery and presentation skills.
 - Professional verbal and written communication, negotiation and advocacy experience.
 - Extensive experience in the design, tailoring and delivering of information to a diverse audience either in person or virtually.
 - Extensive practical curriculum development across a range of sectors.
 - Demonstrated ability to liaise with people from business, government, and community sectors.

Core selection criteria

- **Values alignment: ability to demonstrate and authentically promote Uniting's values.**
- Training Delivery: Excellent training, delivery and presentation skills.
- Communication: Excellent verbal and written communication, negotiation and advocacy skills.
- Project Management: Project management experience with a proven capability to scope, plan, manage and deliver complex and confronting information through face to face delivery and through the use of technology.
- Team Work: Ability to work in both a team environment and independently.
- Time Management Excellent time management, record keeping, planning and organisational skills.
- Computer Skills: Advanced computer skills, including Microsoft Office, data entry programs and other databases.
- Current Australian Driver's Licence.
- Capacity to travel (within State, interstate and overseas).
- Capacity to work flexible hours (some evening and weekend work).
- Queensland Blue Card

7. We are a child safe organisation

Uniting is a child safe organisation and is committed in everyday practice to ensure the safety and wellbeing of all children, at all times. As a child safe organisation, employment with Uniting is subject to a satisfactory national (and international where relevant) police check and relevant Working With Children Check to your State prior to commencement of any paid or unpaid work and/or participation in any service or undertaking.

This position description is subject to review and may change in accordance with Uniting's operational, service and consumer requirements.

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8. Acknowledgement

I have read, understood, and accepted the above Position Description

	Employee	Manager
Name:	<input type="text"/>	<input type="text"/>
Signature:	<input type="text"/>	<input type="text"/>
Date:	<input type="text"/>	<input type="text"/>