

Job description

Agency	Department of Corporate and Digital Development	Work unit	Core Clinical Systems Renewal Program, Enterprise Project Services
Job title	Training Manager	Designation	Senior Administrative Officer 1
Job type	Full time	Duration	Fixed for 12 months
Salary	\$126,030 - \$140,795	Location	Darwin
Position number	68240096	RTF	292160
		Closing	15/04/2024
Contact officer	Katie James on 08 8995 5113 or katie.james@nt.gov.au		
About the agency	https://dcdd.nt.gov.au/		
Apply online	https://jobs.nt.gov.au/Home/JobDetails?rtfld=292160		

APPLICATIONS MUST INCLUDE A ONE-PAGE SUMMARY ABOUT YOU, A DETAILED RESUME AND COPIES OF YOUR TERTIARY QUALIFICATIONS.

Information for applicants – inclusion and diversity and Special Measures recruitment plans

The NTPS values diversity. The NTPS encourages people from all diversity groups to apply for vacancies and accommodates people with disability by making reasonable workplace adjustments. If you require an adjustment for the recruitment process or job, please discuss this with the contact officer. For more information about applying for this position and the merit process, go to the [OCPE website](#).

Aboriginal applicants will be granted priority consideration for this vacancy. For more information on Special Measures plans, go to the [OCPE website](#).

Primary objective

Lead the delivery, implementation, and management of the Core Clinical Systems Renewal Program (CCSRP) Training strategy and resources to support the program in implementing the required organisational wide systems training.

Context statement

Enterprise Project Services (EPS) delivers very complex, high value, and high-risk ICT programs and multi-year digital transformation initiatives for core frontline services through an inter-agency collaborative approach. Working closely with the client Agencies, the team comprises of public sector employees and contractors working together to deliver multiple streams of activity as programs are implemented. The work environment is dynamic, fast-paced and results driven with high expectations of superior service delivery.

Key duties and responsibilities

1. Supported by the Change, Communications and Training Manager implement and manage the Program Training Framework, subsequent training strategies, plans and other training related governance documentation aligned with the objectives of the program.
2. Lead and manage trainers and training support officers to effectively implement the training strategy, plan(s) and other training deliverables ensuring activities are aligned to the strategy and planned programs.
3. Initiate the provision of quality advice to a range of internal and external stakeholders in relation to business application systems and other related IT systems, including the design, delivery and assessment of effective training for users, management, support teams and super users.
4. Undertake strategically coordinated training management to support the training needs of stakeholders with the new system and it's transition to NT Health and DCDD.
5. Identify, develop, implement and evaluate comprehensive, quality controlled training and support resources aligned with the strategies and plans associated with the effective implementation into stakeholder environment.
6. Supported by the Change, Communications and Training Manager, research, develop and implement alternative methodologies and scope of curriculum to ensure training needs of diverse clients are met and are cost effective.

Selection criteria

Essential

1. Well-developed interpersonal, communication and relationship skills with the ability to think strategically and consult and negotiate with various stakeholders across business and technical areas.
2. High level expertise in training management and change management, including ability to analyse and report on complex issues, evaluate associated benefits and strategies.
3. Ability to engage and influence senior managers and other business units to comply with new processes, approaches or relevant standards.
4. Well-developed strategic and operational problem anticipation and solving skills.
5. Ability to apply theoretical knowledge and experience to practical situations and undertake research, analysis and provide clear and concise written reports and recommendations.
6. Ability to lead and influence teams, to encourage others to work together effectively and develop new ideas and to mentor and coach individuals in a climate of substantial change.
7. Sound knowledge of the principles, frameworks and methodologies in the Adult Educational environment, including training needs assessment and analysis, program design and delivery, and evaluation of training effectiveness.
8. Demonstrated work ethic and attitude which emulates DCDD values of being professional, accountable, honest, respectful and innovative.

Desirable

1. Knowledge and experience in delivering Systems training in large scale business transformation programs and projects.
2. Tertiary qualifications in Management, Training, Healthcare or equivalent.

Further information

The recommended applicant will be required to undergo a criminal history check prior to selection being confirmed. A criminal history will not exclude an applicant from this position unless it is a relevant criminal history. When choosing to apply for this position, the applicant should consider the full requirements of the position in aligning their work experience and capabilities to this role. Please refer to the [Capability Leadership Framework](#) and visit our website at <https://dcdd.nt.gov.au/>

Approved: 11th March 2024

Rachel McCormack, Program Resource Manager