

Position Description – Workplace Trainer/Careers Advisor

Position	Workplace Trainer/Careers Advisor
Classification	Grade 3 (HS3) – Workplace Trainer/Careers Advisor (Schedules 3D and 3E)
Award	Health and Allied Services, Managers and Administrative Workers (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2025-2027
Reports to	Manager – People & Culture Manager
Direct reports	There are no direct reports for this position
Key relationships	Employees and classifications covered by the above Award/Agreement; Executive Managers, Managers and Team Leaders; People, Culture and Safety; Return to Work Coordinator; Agreement Implementation Committee (AIC); Workforce Skills, Capability and Mobility Committee (WSCMC); HWU representatives; Registered Training Organisations (RTOs), TAFEs/universities, apprenticeship providers, secondary schools and other relevant workforce and education partners.
Hours of Work	0.6 EFT

About Rural Northwest Health

Rural Northwest Health employs approx. 330 team members across the campuses of Warracknabeal, Beulah and Hopetoun.

Rural Northwest Health is focused on caring and supporting people to be healthy and living a full life. Our organisation is committed to safe, high-quality and accessible care, a skilled and supported workforce, and strong partnerships within and beyond the healthcare sector:

- Our care – we will focus on safety, quality and accessibility in delivering healthcare across our community.
- Our team – we will focus on our culture, skilling our team and ensure we have effective and fit for purpose systems to make RNH an impactful and progressive organization.
- Our partnerships – we will focus on collaboration both within and beyond the healthcare sector to meaningfully engage with our communities.

OUR VISION

Strong, healthy, vibrant
rural communities.

OUR MISSION

To promote wellness, enhance
health, and support healthy ageing.

WHAT DEFINES US



We are committed
to excellence



We listen
and collaborate



We are caring
and connected



We are friendly
and enjoy our work



We are lifelong
learners

Position summary

The Workplace Trainer/Careers Advisor is a specialist Grade 3 role established under Schedules 3D and 3E of the Health and Allied Services, Managers and Administrative Workers (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2025-2027. Guided by the local Workforce Skills, Capability and Mobility Committee (WSCMC) and/or Agreement Implementation Committee (AIC), the role supports workforce skills, capability, mobility and career development for Employees covered by the above Agreement.

The role provides and coordinates training and assessment activities, including designing and developing learning programs, planning and delivering group and individual based learning, facilitating learning in the workplace, and creating, implementing and managing assessment activities and processes. Within the incumbent's qualifications, competency and current industry experience, the role may directly deliver, or facilitate a Registered Training Organisation (RTO) to deliver, competencies from Certificate II to Diploma level for classifications covered by the Agreement.

The role also assists Employees to make informed career decisions through vocational pathway advice, personalised academic and career planning, mentoring and internal job search support. Particular focus is given to Employees who have limited computer or digital skills, have not completed secondary school education, or for whom English is a second language.

Where relevant, the role participates in redeployment support for Employees whose roles are made redundant and, in consultation with the Return to Work Coordinator, supports injured Employees who are unable to return to their pre-injury role.

Key responsibilities

- Participate in and support the work of the WSCMC and/or AIC and give effect to agreed workforce skills, capability, mobility and training priorities relevant to the role.
- Contribute to organisational and local training needs analysis for classifications covered by the Agreement, including identification of current and future skills and capability gaps.
- Design, develop, implement and evaluate learning programs and resources that meet identified learner needs, industry expectations, training package requirements and agreed WSCMC/AIC priorities.
- Plan, coordinate and deliver group and individual work based learning using contemporary, inclusive and best practice delivery methods.
- Within the incumbent's qualifications, competency and experience, deliver training and assessment services in the health industry or facilitate an RTO to deliver competencies from Certificate II to Diploma level for classifications covered by the Agreement.
- Create, implement and manage appropriate assessment activities and processes, and assist Employees to present evidence and assessment material to RTO providers for

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Recognition of Prior Learning (RPL) and assessment of training outcomes.

- Prioritise and tailor learning support for Employees with limited computer or digital skills, Employees who have not completed secondary school education, and Employees for whom English is a second language.
- Establish and maintain effective relationships with Employees, managers, HWU representatives, RTOs, TAFEs/universities, apprenticeship organisations and other workforce and education partners to ensure learning and assessment arrangements meet identified needs.
- Liaise with external training providers to source, coordinate and facilitate appropriate vocational education and training opportunities for participating Employees.
- Assist participating Employees to negotiate leave and practical arrangements for vocational experience, work placements and/or clinical placements.
- Provide accurate advice regarding course availability, eligibility, funding pathways and other relevant education and training opportunities.
- Meet with Employees to explore career goals, skills, interests and development needs, and provide advice on possible career pathways, future training and internal employment opportunities.
- Develop personalised academic and career development plans with Employees and support practical actions to progress agreed goals.
- Provide internal job search support, including assistance with resumes, job applications, interview preparation and understanding internal employment opportunities.
- Provide guidance, mentoring and career development support that builds confidence, capability and workforce mobility.
- In consultation with the Return to Work Coordinator, support career and vocational pathway planning for injured Employees who cannot return to their pre-injury role.
- Where appropriate, support local school-to-work and vocational pathways into health services, including engagement with secondary schools, VET and school based apprenticeship/traineeship pathways.
- Maintain accurate learning, participation and career development records, evaluate outcomes and provide reports or information to the Executive Manager People, Culture and Safety, WSCMC and/or AIC as required.
- Support continuous improvement of workplace learning practices and ensure activities are undertaken within the incumbent's scope of qualification, competency and experience and in accordance with relevant RTO and organisational requirements.

Key position accountabilities

Leadership, Communication & Stewardship

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- Provide clear, practical and evidence informed advice within the scope of the role and influence engagement with learning, career development and workforce mobility initiatives.
 - Build trusted and respectful relationships with Employees, managers, the AIC/WSCMC, HWU representatives and external training partners.
 - Communicate in an inclusive, culturally responsive and accessible manner, adapting approaches to individual literacy, digital, language and learning needs.
 - Model RNH expectations for respectful behaviour, collaboration, accountability and responsible use of organisational resources.
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Quality & Improvement

- Evaluate learning programs, resources and delivery methods and use feedback and outcome data to improve effectiveness.
 - Maintain appropriate quality, documentation and assessment practices consistent with training package, RTO and organisational requirements.
 - Monitor emerging workforce skill needs and recommend practical improvements to training, career development and workforce pathway arrangements.
 - Work within defined role parameters and seek specialist or RTO advice where matters are outside the incumbent's qualification, competency or authority.
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Health and Safety

- Promote and maintain physical and psychological health and safety for self and others across training, placement and workplace learning activities.
 - Identify and promptly escalate hazards, incidents, near misses or wellbeing concerns relevant to the role and support appropriate risk controls.
 - Ensure training and work based learning activities are planned and delivered in accordance with RNH health and safety requirements.
 - Understand and act appropriately in emergency situations relevant to the role and work location.
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Personal and professional development

- Maintain the training and assessment qualification, vocational competence and industry currency required for the training and assessment activities undertaken.
 - Maintain contemporary knowledge of adult learning, career development, vocational education and training, workforce pathways and inclusive learning practices.
 - Complete mandatory education and actively participate in performance development, supervision and relevant professional development.
 - Regularly reflect on practice and identify opportunities to strengthen capability and
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effectiveness in the role.

Information management

- Maintain accurate, timely and confidential records relating to learning, assessment, career planning, placements and pathway support.
- Manage Employee information in accordance with privacy, confidentiality, records management and RNH information governance requirements.
- Use digital systems effectively to support learning administration, reporting, communication and access to education resources.
- Provide reliable information and reporting to relevant stakeholders while respecting the privacy and sensitivity of individual career, redeployment and injury-related information.

Key selection criteria

Essential

- TAE40122 Certificate IV in Training and Assessment, or equivalent, or the demonstrated ability and commitment to acquire the qualification within the role.
- Relevant current industry experience and demonstrated capacity to maintain vocational competence and industry currency.
- Demonstrated experience in training needs analysis and the design, development, coordination, delivery and evaluation of workplace learning for adult learners.
- Demonstrated knowledge of training packages, accredited courses and assessment processes, including working effectively with RTOs and supporting Recognition of Prior Learning (RPL).
- Demonstrated ability to provide career pathway advice, mentoring and practical career development support, including personalised plans, resumes, job applications and interview preparation.
- Proven ability to build effective working relationships with a diverse workforce, managers, union representatives, education providers and other internal and external stakeholders.
- Highly developed written, verbal, facilitation and presentation skills, with the ability to adapt communication and learning approaches to individual needs.
- High level digital literacy and the ability to support Employees to access and use online learning, information and employment resources.
- Strong organisational skills, sound judgement and the ability to work independently, manage competing priorities, maintain accurate records and evaluate outcomes.
- Ability to work flexibly across RNH campuses and, where required by identified AIC/WSCMC.

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- Ability to obtain and maintain the checks and clearances required for the role, including a valid Working with Children Check and satisfactory Police Check.

Preferred

- Certificate IV in Career Development, or another relevant career development qualification.
- Competency in designing and developing assessment tools, or equivalent.
- Competency in undertaking organisational training needs analysis, or equivalent.
- Qualifications and/or demonstrated experience in human resources, adult education, career advisory or career development.
- Experience within the health care industry and/or Victorian public health sector.
- Experience working with vocational education, apprenticeship, school-to-work or workforce pathway partners.

Certificates, licenses and registrations

- Valid Working with Children Check (WWC).
- Current satisfactory Police Check in accordance with RNH requirements.
- Current Victorian driver's licence.

Other requirements

- Must provide and maintain evidence of immunisation history and/or serology as required by RNH policy and the requirements applicable to the role.

Employee declaration

I declare that I understand the position description and the requirements of this position. I declare that I have the capabilities to fulfil the key responsibility areas of this position.

I understand that the information provided in this document is a general outline and does not encompass all aspects of the position.

Employee signature _____

Employee name (please print) _____ Date / _ / _