

**UNIVERSITY HEALTH PARTNERS of HAWAII (UHP)**  
**POSITION DESCRIPTION**

**Position Title:** Training & Development Consultant

**Date Prepared:** 10/2016

**Department:** Administration - HR

**FLSA Status:** FT, Exempt

**Reports to:** Human Resources Director

**Potential Occupational Exposure to Bloodborne Pathogens:** No

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**POSITION SUMMARY**

This position is responsible for overseeing the organization's training and development program. This includes designing, administering, coordinating and conducting training programs to further the organization's mission and goals, and ensure that the organization's workforce is equipped with essential skills and knowledge, while providing opportunities for career development.

**ESSENTIAL JOB DUTIES AND FUNCTIONS**

- Research learning and development trends to provide recommendations.
- Collaborate with leadership to build greater organizational capabilities through sound talent management and workforce planning.
- Responsible for designing, conducting and coordinating internal leadership and employee training programs. Partner with external training vendors and providers to identify appropriate training solutions.
- Develops and oversees the organization's internship and clinical externship program.
- Coordinates and presents new hire orientation to staff and providers.
- Analyze skill gaps and performance improvement opportunities.
- Collaborates with HR team to develop and implement health & wellness programs.
- Partners with leadership to identify training needs to establish a UHP's university by developing certificate programs for managers, new supervisors and employees.
- Develops and implements comprehensive training and development strategies that meet the needs of the organization.
- Develops and coordinates the communication strategy, scheduling of all training participants, trainers and vendors.
- Measures and evaluates training effectiveness to ensure that trainings are meeting the goals of the organization.
- Assists managers with creating training materials, including but not limited to, desk manuals, work instructions and procedures.
- Develop, implement and manage rewards and recognition initiatives.
- Manages special projects related to training and development.
- Tracks changes in regulations and legislation impacting training requirements, and implements and/or adjust trainings to ensure compliance.
- Partners with HR Director with overall operation of the department and company initiatives.
- Complies with all legal requirements and company policies.
- Performs all other duties as assigned.

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*UCERA (dba University Health Partners of Hawai'i) is an EEO/AAP employer and as such all qualified applicants will receive consideration for employment without regard to their protected veteran status and will not be discriminated against on the basis of disability.*

## **QUALIFICATION REQUIREMENTS**

### **Education/Training**

Minimum:

- Bachelor's Degree in Business Administration, Organizational Development, Human Resources, Education or related field, or equivalent amount of related experience in administration and coordination of organizational learning and development programs.

Preferred:

- Master's Degree in Business Administration, Organizational Development, Human Resources, Education or related field.
- Prior coursework or certification in organizational training and development.
- PHR/SPHR Certification.

### **Experience**

Minimum:

- Three (3) years of experience in education, training, human resources, or related field.

Preferred:

- Five (5) years of experience in training in a healthcare environment.

### **Skills Knowledge**

Minimum:

- Experience in delivering training programs and excellent presentation skills
- Strong planning and organizational skills
- Strong written and verbal communication skills
- Knowledge of basic training techniques, and designing and evaluating training needs
- Skilled in the use of office equipment (i.e., facsimile, printers, copiers, computers)
- Working knowledge of personnel policies, procedures, and federal and state laws regarding HR practices.

Preferred:

- Extensive knowledge of training techniques
- Comprehensive knowledge of state and federal EEO and AA guidelines regarding hiring practices
- Strong research and analysis skills

### **Factors for Success in the Position**

- Ability to work on multiple tasks simultaneously.
- Ability to inspire and lead others to achieve challenging results.
- Ability to function independently with minimal supervision in a multi-task environment, as well as part of a team and take initiative to improve processes.

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- Ability to communicate clearly and professionally in person and on the phone and establish/maintain cooperative relationships with staff, other departments, contractors and customers.
- Ability to develop trusting relationships with internal and external customers and the ability to exercise judgment and discretion in maintaining those relationships.
- Ability to generate reports and analyze data.
- Ability to determine best practices and recommend changes to improve programs.
- Ability to be adaptable and approachable. Driven, self-starter, and motivated.
- Ability to maintain highly sensitive, confidential material and documentation.

### **EQUIPMENT USED**

- Standard office equipment (multi-phone line, computer, printers, scanner, fax)
- Computer system with the following software: Microsoft Office applications, training software, web conferencing software

### **JOB CONDITIONS**

- Normal working conditions, indoors, air-conditioned.
- Usual hours are Monday-Friday, 8:00 a.m. to 5:00 p.m. Hours may be flexed and duties may require extended hours.

### **MENTAL AND PHYSICAL DEMANDS**

- This position occasionally requires lifting items up to 30 pounds, frequent sitting, standing, walking and bending.
- Driving to meeting and training sites as necessary.
- Fast-paced general office environment.
- Occasional stress during deadline periods.

### **TERMS OF EMPLOYMENT**

Employment is “at will” and can be terminated at any time, either by the employee or UHP, with or without cause or reason and with or without notice.

### **INTERESTED APPLICANTS**

Qualified applicants are required to email a cover letter, resume, salary requirements, employment application and verification consent form to [jobs@ucera.org](mailto:jobs@ucera.org) or fax at 808-536-7316.

<https://uhphawaii.org/>

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