

Title of Post	Nursing and Health Care Assistant Training Support
Brief Overview	The Nursing and Health Care Assistant Training Support Officer is a dual role supporting the Project Fusion training team with planning, scheduling, and tracking of TrakCare required training activities across the hospital and supporting the training and change management needs for Nursing and Health Care Assistants.
Qualification and Experience	<ul style="list-style-type: none"> • Minimum of 4 years demonstrated successful experience in a healthcare setting. • Proven proficiency with Microsoft Office products (Word, Teams, Outlook, and Excel). • Advanced Microsoft Excel skills including ability to create dynamic reports with pivot tables and manage large datasets with functions. • Knowledge of SharePoint would be an advantage but not essential as training will be provided. • Strong ability in written and numeracy. • Experience working with a Nursing Department environment.
Personal Characteristics	<ul style="list-style-type: none"> • A motivated self-starter with demonstrated ability to work as part of a team. • Highly organised with good planning and good- time management skills • Ability to manage multiple priorities and deliver to deadlines. • Good interpersonal skills with the ability to engage with stakeholders and customers and build good working relationships
Outline of Duties & Responsibilities	<ul style="list-style-type: none"> • Provide administrative support to the training lead. • Support the delivery of end user training in line with the training plan(s). • Manage the booking schedules and provide first line of contact for end users and line managers when booking training and advise on availability. • Investigate absent attendees from training sessions by notifying departmental managers and rebooking delegates if necessary. • Ensure all training rooms are booked and equipment is functioning in preparation for the training sessions. • Interrogate and analyse the training schedules to produce relevant performance reports. • Implement and manage the introduction of new training tracking system. • Track training completion and report weekly on performance against plan • Build monthly training dashboard to report training performance against plan for site. • Support Change Management initiatives focused within the Nursing Department.
Grade	Grading will be on a Like for Like basis