
Position Title	Training Officer
Position Number	2121/214
Position Classification	HEW 5/6 Initial level of appointment will be determined by both the appointee's relevant qualifications, and breadth and depth of experience
Organisational Unit	Finance and Asset Services – Budgeting and Business Systems
Location	Casuarina Campus
Tenure	Continuing full time appointment
Responsible to	Chief Financial Officer through Line Management
Employment Conditions	HEW Level 5/6 - \$50 019 to \$63 222 per annum. Total remuneration includes 17% University superannuation contribution on a salary component of \$42 751to \$54 036 per annum (plus District Allowance as applicable and 6 weeks annual leave)
Special Features	Leave restrictions may be imposed from November to March due to end of financial year requirements.

BUSINESS UNIT ENVIRONMENT

Finance and Asset Services provides a wide range of financial services that enables Charles Darwin University to achieve its vision of being a thriving and innovative university that recognizes and utilizes its unique geography and demography to benefit the whole community through education, research and community engagement.

Budgeting and Business Systems team are committed to a strong client focus emphasizing fairness and respect in all dealings with clients. The team is trained in all aspects of Oracle Financials and its tools so they can support all users of the financial system understand all financial undertakings. The operation of the Budgeting and Business systems is driven by the principles of quality; documentation, measurement, benchmarking, continuous improvement and innovation.

THE ROLE

The Training Officer, Budgeting and Business Systems is one of the first points of contact with University Staff required to process financial transactions as part of their duties. The major function of this role is to deliver effective training in the use of the finance systems. The training officer must be able to demonstrate excellent customer service, able to understand financial accounting and be able to develop and source training materials as required by the end users. This role will provide the successful applicant with an opportunity to gain extensive experience in all financial aspects of a major multi facet enterprise.

KEY ACCOUNTABILITIES

The following examples of accountabilities are not exhaustive and may include others as directed from time to time.

TRAINING

- Provide scheduled class based training to university staff requiring skills in the use of the University's business systems.
- Develop and source training materials to ensure consistent, effective and quality delivery.
- Facilitate workshops to encourage networking amongst users to promote the sharing of knowledge and experience.

- Work with key financial personnel to ensure that the training programs and information provided to users continues to match the business requirements of the various areas.
- Maintain the stocks of training documentation, manuals and produce training certificates

CUSTOMER SERVICE

- Provide advice, assistance and training to clients in accessing and using various finance applications and processes including, but not limited to, the following:
 - Procure to Pay process
 - Fully integrated financial system
 - Data mining application
 - Budgeting application
 - Document distribution system
- Identify, record and follow up problems relating to the effectiveness of the delivery of training within the business systems
- Receive and log queries and requests for help from users, using these queries to ensure the effectiveness of training.

KNOWLEDGE AND PROFICIENCY

- Develop and maintain guidelines and procedures which comply with the division's quality system requirements
- Observe the University's Equal Opportunity and Health and Safety Policies including the duty of care legislation.
- Keep abreast of the latest financial applications.
- Maintain a working knowledge of the best practices in adult training.

KEY SELECTION COMPETENCIES

1. Completion of a Certificate IV in TAA and (or willingness to undertake study to completion) expertise in technical or administrative fields; or an equivalent combination of relevant experience and or education/training.
2. Demonstrated capacity to deliver best practice customer/client focused training to all clients.
3. Demonstrated ability to use initiative, creativity and innovation in creating and delivery of training sessions.
4. Demonstrated contemporary knowledge of software packages such as Microsoft Office and Oracle Financials (or similar business system).
5. Demonstrated ability to undertake effective professional interactions through engaging, respecting, involving, supporting and listening to clients.
6. Demonstrated ability to work with others in a team environment.
7. Demonstrate knowledge of and promote University processes related to Equal Opportunities

DESIRABLE SELECTION COMPETENCIES

8. Demonstrated knowledge and competent usage of business systems used by the University.

Closing date: 9 July 2008

In order to apply, please obtain an application package by accessing the Charles Darwin University's [People Management and Development Vacancies](http://www.cdu.edu.au/pmd/vacancies.html) at <http://www.cdu.edu.au/pmd/vacancies.html> or by phoning the Recruitment Answering Service on 08 8946 6284 OR email: recruitment@cdu.edu.au Informal enquiries may be directed to Claudia Hawker, on 08 8946 6242.

ABORIGINAL AND TORRES STRAIT ISLANDER PEOPLE ARE STRONGLY ENCOURAGED TO APPLY.
Please contact People Management and Development if you require any assistance with your application.

*The University reserves the right not to proceed in making an appointment or to appoint by invitation.
The University is an Equal Opportunity Employer and maintains a smoke-free environment.*