



## Senior Training Consultant 4: Grant, Loan, and Contract Management Training

Salary: \$53,844.00 - \$70,620.00 Annually

Location: Thurston County – Lacey, WA

Job Type: Full Time - Non-Permanent

Department: Dept. of Ecology

Job Number: 2018-HRT016-07096

Closing: Continuous

### Description

Are you organized, detail oriented, and enjoy working in a fast paced environment? The Department of Ecology is looking for a training and development professional who is a creative problem solver and works well in a customer-focused work environment. If this sounds like you, come and be a part of an organization that is focused on being the leader in protecting, preserving, and enhancing the environment for the people in our Evergreen State.

Protecting Washington State's environment for current and future generations is what we do every day. We are a culture that is invested in making a difference with leadership that focuses on innovative partnerships, embraces the value of people, and believes in the fun factor.

Our Human Resources Office (HRO) in [Lacey, WA](#) is looking to fill a **Senior Training Consultant 4: Grant, Loan and Contract Management Training (Human Resource Consultant 4)** position.

The Department of Ecology is a medium sized agency with 1600+ employees operating through-out Washington State. We employ a large group of highly educated people who are passionate about our environment.

This position engages in the development and delivery of approved curriculum and development materials for the training and development of all employees eligible for specialized grant, loan, and contracts management learning. The development of high quality learning and development experiences helps employees achieve established competencies for improved individual, team, and agency performance.

We invest in our employees to create and sustain a working environment that encourages creative leadership, effective resource management, teamwork, professionalism and accountability. Maybe you've seen some of our recent stories on [Twitter](#), [Facebook](#), [Instagram](#) or our [blog](#).

To learn more about our agency, please visit our website at: [www.ecology.wa.gov](http://www.ecology.wa.gov).

## Duties

The mission of the Human Resources Office (HRO) is to deliver a comprehensive range of effective, innovative human resource management and employee services that foster a knowledgeable, productive, diverse workforce, and a safe and supportive work environment

This position supports the mission of the agency by ensuring employees from across the agency are provided opportunities for learning and development necessary to perform their leadership roles effectively.

Some of the key work activities of the **Senior Training Consultant 4: Grant, Loan and Contract Management Training** are:

As an expert level professional training consultant, works collaboratively to support the agency's grant, loan, and contracts management business goals in partnership with the Financial Services program in the area of training and development.

- Actively participates and engages in the Financial Services program team meetings to develop and maintain customer relationship and strengthen the understanding of agency roles and responsibilities through-out the development, implementation, maintenance, and enhancement of grant, loan, and contracts management training.
- Provides expert level advice and consultation on continuous improvement involving grant, loan, and contracts management training.
- Enhances existing and assists in creating new tools and procedures that improve the customer service experience in grant, loan, and contracts management training. Consults and trains on these tools and procedures.

Develops grant and loan training for the agency. Delivers professional level learning to meet the development and performance needs of the agency in grant, loan, and contract management areas. This includes various learning modalities with measurable results.

- Conducts research, analyzes trends in learning to ensure delivery and materials meet learning and performance requirements.
- Demonstrates effective instructional strategies, use of course materials, and assessment techniques for learning approaches.
- Applies knowledge of organizational and leadership development to improve targeted areas of learning to meet agency customer and business partner needs.
- Ensures delivery of curriculum, workshops, and other learning with fidelity to the materials, objectives, and learning to performance outcomes.
- Creates inclusive learning environments for a diverse audience of adult learners from different professional backgrounds across the agency.
- Conducts effective assessment of learner knowledge, skill, and development.
- Identifies and works collaboratively and effectively with agency and external subject matter experts related to learning delivery.
- Analyzes and proposes changes to training drafts on grants and loan training. Changes are based on current best practice adult learning methodologies with blended learning approaches where appropriate.

Manages project execution, monitors and ensures the key milestones on the work plan are met.

- Elicits business requirements from internal and external stakeholders and subject matter experts. Translates business requirements and function specifications into learning and development objectives and outcomes. Reviews function specifications and designs training and development documents for learning objective and outcome compliance against business requirements. Identifies gaps between functional specifications and the design of the training, manages the project deliverables coordinating with fiscal, Ecology Grant Group resources, Ecology Grant Group Managers and the Executive Leadership Team.

Leads the implementation of agency grant, loan, and contracts training for the agency.

- Coordinates and participates in Instructor selection.
- Develops training schedule for the implementation and ongoing delivery of the
- Assists with registration processes through the Learning Management System.

Creates a SharePoint sub-site for grant, loan and contracts training and development services.

- In partnership with the fiscal and agency leadership teams; develops grant, loan, and contracts class descriptions with training requirements and posts them on the agency training SharePoint site. This information includes the class title, brief class summary along with key learning outcomes, intended audiences, initial training deadlines along with frequency requirements as needed.

Improves the agency performance management language in the area of grant and loan management, works with the Financial Services program, Ecology Grant Group, and Ecology Grant Managers Group, and Budget Managers so that the groups are able to:

- Develops well-written key activities for Position Descriptions
- Select preferred core competencies with core competency examples for use in Position Descriptions and Performance Development Plans
- Crafts well-written results for Performance Development Plans
- Creates a template for the Individual Development Plans.

**Note: This position is a temporary, non-permanent appointment that is scheduled to end on June 30, 2019.**

**This recruitment will remain open until filled. The initial screening will be July 25, 2018. In order to be considered for the initial screening, please submit an application on or before July 24, 2018. The agency reserves the right to make an appointment any time after the initial screening date.**

## Qualifications

### **Required Qualifications:**

A Bachelor's Degree with a focus on business, human resources, social, or organizational behavioral sciences or related field

### **AND**

Three (3) years of broad-based professional human resources experience, including organizational development or change and advising on human resource issues.

### **OR**

Equivalent education / experience.

Professional experience as described can substitute year for year for the education.

### **Desired Qualifications:**

- Prior training consulting experience.
- Prior experience administering or managing public grants and loans.
- Two (2) – five (5) years of work experience in the Learning & Development industry and /or department.
- Three (3) years of work experience in managing complex agency level projects.
- Two (2) – five (5) years of work experience in facilitating training workshops with a preference to implementation and/ or maintaining services.
- Knowledge of adult learning theory and the effective application in a business setting.
- One (1) year of work experience with Learning Management Systems (web-based SumTotal Maestro preferred).
- Advanced knowledge (two (2) – five (5) years of experience) with Microsoft Excel.
- SHRM or IPMA certificate.

## Application Instructions

Please view the full job announcement and application instructions online at

<https://www.governmentjobs.com/careers/washington/jobs/2146352/senior-training-consultant-4-grant-loan-and-contract-management-training>