

Position Title: Lead Training Specialist
Grade/Rank and Series: GS-14, or Commissioned Corps equivalent
Bargaining Unit Status: Non-Bargaining
Duty Station: Rockville Only

Bureau of Primary Health Care Office	Job Series	Duty Station
Organizational Development Division, Office of Strategic Business Operations (OSBO)	Lead Training Specialist (1712)	Rockville Duty Station Only

OVERVIEW

As a Lead Training Specialist, you will provide BPHC managers and leadership support and resources for identifying staff development needs and quality training to support performance. Specifically:

- Be responsible for all training practices involving all matters of training within the Bureau of Primary Health Care.
- Use state of the art adult education methodologies to design develop and establish training courses and curriculum to ensure the BPHC training program meets the objectives of the training requested, and establishes priorities for training accomplishment.
- Ensure the organization's strategic plan, mission, vision, and values are communicated to the team and integrated into the team's strategies, goals, objectives, work plans and work products and services.
- Serve as Team Lead assigning team projects, coach, facilitator and/or negotiator in coordinating team initiatives and managing the quality of the products produced by the team.

RESPONSIBILITIES

Skill in conducting formal skills training – all phases

- Develop skills training curricula.
- Ensure training curricula and materials are current to meet organizational needs.
- Use various electronic software or media to conduct skills training.
- Utilize diverse training delivery approaches when instructing to meet organizational needs.

Skill in developing and implementing competency-based adult training programs and strategies

- Design competency-based training programs using a blended approach to address a mission critical job function.
- Develop custom employee and leadership training courses or programs to address unique training and development needs.
- Implement adult training programs to ensure program success.

Ability to lead a team

- Resolve conflicts, differences or problems among team members.
- Provide technical guidance to functional staff.
- Establish goals, milestones, and expectations for a group.
- Determine the priority of work to meet deadlines.
- Plan work assignments for team members.
- Review completed work for technical adequacy and timeliness.

Skill in evaluating staff development training programs

- Conduct surveys to determine organizational training needs.
- Evaluate current staff development training programs to determine if workforce needs are being met.

- Conduct surveys to assess the effectiveness of staff development training on meeting organizational needs.

PREFERED EXPERIENCE AND COMPETENCIES

- Developing and implementing competency-based adult training courses, materials, and training strategies for a program;
- Assessing the effectiveness of staff development programs and training curricula of various staff levels and experience;
- Advising management on adult training, educational, and staff development programs;
- Evaluating training policies, procedures, curricula, instructional methods and techniques, quality of instruction, adequacy and utilization of training aids and devices, facilities and equipment used in training courses.