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| **Position Title** | Workplace Trainer/Career Advisor |
| **Position Number** | N6062 |
| **Department** | Training and Development |
| **Classification** | HS3 – Admin Grade 3 |
| **Agreement** | Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Workers) Single Interest Enterprise Agreement 2021 – 2025 |
| **Reports to:** | Training and Development Manger |

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| **POSITION DESCRIPTION** |  |

**Position Purpose:**

The Workplace Trainer/Careers Advisor will develop a training and skill gap analysis to formulate a strategy that will advise and coordinate essential training and development activities for non-clinical staff. This role will entail sourcing external training providers to work in partnership with the health services to design, develop and be part of the delivery of learning programs and training packages to meet employee needs. Facilitating group and individual learning in the workplace will also be a requirement of the role.

This position works across two Health Services – East Grampians Health Service and Beaufort and Skipton Health Service.

**Department / Unit Specific Overview**

The Training and Development Department provides skills educators for the training and development of all staff including undergraduate and new graduate nursing through working in close partnerships with EGHS staff, managers and universities. This department aims to deliver a high standard to training programs to produce a capable and effective workforce across the health service.

**Our Values**

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| **Description: Description: S:\Health Information Management\EGHS Icons\EGHS_Integrity.jpg** | **Integrity** | We value integrity, honesty and respect in all relationships |
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| **Description: Description: S:\Health Information Management\EGHS Icons\EGHS_Excellence.jpg** | **Excellence** | We value excellence as the appropriate standard for all services and practices |
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| **Description: Description: S:\Health Information Management\EGHS Icons\EGHS_Community.jpg** | **Community** | We respect the dignity and rights of our community and acknowledge their beliefs, regardless of their cultural, spiritual or socioeconomic background |
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| **Description: Description: S:\Health Information Management\EGHS Icons\EGHS_Working_Together.jpg** | **Working Together** | We value equally all people who make a contribution to EGHS to achieve shared goals |
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| **Description: Description: S:\Health Information Management\EGHS Icons\EGHS_Learning_Culture.jpg** | **Learning Culture** | We strive to continually lead and develop through education, training, mentoring and by teaching others. |

**Organisational Context**

East Grampians Health Service (EGHS) is a rural health service located in Ararat and Willaura in Western Victoria. EGHS is an integral part of a thriving community and is committed to providing quality health and wellbeing services to people of all backgrounds.

Serving a diverse community, EGHS delivers an extensive range of acute, residential, home and community based services. We strive to continually improve our services to best meet the needs of our patients, consumers and the community.

**Our Vision**

East Grampians Health Service will improve the health, wellbeing and the quality of life for our community.

**Our Purpose**

To meet people’s health needs through leadership, strong partnerships and wise use of resources.

**Strategic Actions**

See [Strategic Plan 2023 – 2027](https://intranet.eghs.net.au/Files/Publications/EGHS%206pp%20DL%20Strategic%20Plan%20(2023-27).pdf).

**Organisational Responsibilities**

* Be aware of and work in accordance with EGHS policies and procedures, including:

[Victorian Public Sector - Code of Conduct](http://intranet.eghs.net.au/Files/Human%20Resources/Victorian%20Public%20Sector%20-%20Code%20of%20Conduct.pdf)

[Confidentiality, Security and Management of Information - SOPP 24.02](http://intranet.eghs.net.au/Files/Policies/CONFIDENTIALITY,%20SECURITY%20AND%20MANAGEMENT%20OF%20INFORMATION%20-%20SOPP%2024.02.pdf)

[Hand Hygiene - SOPP 70.18](http://intranet.eghs.net.au/Files/Policies/HAND%20HYGIENE%20-%20SOPP%2070.18.pdf)

[Occupational Health and Safety - SOPP 72.09](http://intranet.eghs.net.au/Files/Policies/OCCUPATIONAL%20HEALTH%20AND%20SAFETY%20-%20SOPP%2072.09.pdf)

[Person Centred Care - SOPP 60.20](http://intranet.eghs.net.au/Files/Policies/PERSON%20CENTRED%20CARE%20-%20SOPP%2060.20.pdf)

[Safety - SOPP 72.13](http://intranet.eghs.net.au/Files/Policies/SAFETY%20-%20SOPP%2072.13.pdf)

[Performance Development policy - SOPP 35.27](http://intranet.eghs.net.au/Files/Policies/PERFORMANCE%20DEVELOPMENT%20POLICY%20-%20SOPP%2035.27.pdf)

[Risk Management - SOPP 74.01](http://intranet.eghs.net.au/Files/Policies/RISK%20MANAGEMENT%20-%20SOPP%2074.01.pdf)

[Child Safe – SOPP 57.24](https://intranet.eghs.net.au/Files/Policies/CHILD%20SAFE%20-%20SOPP%2057.24.pdf#search=57%2E24)

* Be respectful of the needs of patients, consumers, visitors and other staff and maintain a professional approach in all interactions, creating exceptional experiences.
* Be aware of the National Safety and Quality Health Service Standards and all other standards as it relates to your area of work and associated accreditation.
* Undertake other duties as directed that meet relevant standards and recognised practice.
* Agree to provide evidence of a valid employment Working with Children Check and provide the necessary details for East Grampians Health Service to undertake a national Police check. Also provide a National Disability Insurance Scheme (NDIS) worker check or the necessary details (if required).
* Identify and report incidents, potential for error and near misses and supports staff to learn how to improve the knowledge systems and processes to create a safe and supportive environment for staff and patients, consumers and visitors
* Contribute to a positive and supportive learning culture and environment for health professional students and learners at all levels.
* Participate in all mandatory education and orientation sessions as outlined by EGHS.

East Grampians Health Service is an equal opportunity employer and is committed to providing for its employees a work environment which is free of harassment or discrimination.

EGHS reserves the right to modify position descriptions as required. Staff will be consulted when this occurs.

**Responsibilities and Major Activities**

Across two Health Services – East Grampians Health Service and Beaufort and Skipton Health Service.

* Formulate a strategy that will advise and coordinate essential training and development activities for non-clinical staff.
* Source external training providers to work in partnership with the health services to design, develop and be part of the delivery of learning programs and training packages that meet health industry expectations and provide meaningful learning experiences.
* Design and develop learning programs and resources that meet health industry expectations and provide meaningful learning experiences.
* Coordinate and deliver work-based learning using best practice delivery modes.
* Work in partnership with external training providers to design, develop and evaluate assessment tools for specific purposes including assisting in the gaining of Recognition of Prior Learning (RPL) and assessment of training outcomes.
* Establish and maintain relationships with all stakeholders (Employers, Employees, and training providers) to ensure learning programs, and related assessment, meet the parties’ needs.
* Develop approaches to meet compliance requirements and continually improve workplace practice.
* Assist participating employees to negotiate leave for the purposes of practical experience and/or learning placements.
* Provide advice to interested parties in relation to course funding and availability.

**Key Performance Indicators**

* Participate in annual professional development plans.
* Assist and encourage staff to pursue education opportunities.
* Participate in annual Mandatory Education Programs.
* Maintain annual competencies and attend training as required.

Key Selection Criteria

**Essential Criteria:**

* Hold a current Certificate IV in Training and Assessment, or equivalent or the ability to acquire such within the role.
* Relevant vocational qualification and/or competencies (at least to the level) to be delivered and assessed.
* Relevant and current health industry experience.
* Hold a current and valid Drivers Licence

**Desirable Criteria**

* Previous experience as a Workplace Trainer

Must comply to having or completion of:

* National Police Check (renewed every 3 years)
* Working with Children Check (renewed every 5 years)
* Immunisation requirements (annually)

**Acknowledgement**

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| Employee Name | |
| Employee Signature | Date |
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| Manager Name |  |
| Manager Signature | Date |
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| Developed Date (MM,YY) | 02/2024 |
| Developed By Name | C.Sladdin |
| Developed by Title | Training & Development Manager |