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| **Position Title** | Manager, Training and Development |
| **Position Number** | N5565 |
| **Department** | Development and Improvement |
| **Classification** |  |
| **Agreement**  | Applicable to health-related discipline |
| **Reports to:** | Director, Development and Improvement |

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| **POSITION DESCRIPTION** |  |

**Position Purpose:**

To implement monitor and evaluate whole of organisation staff training and development programs, processes and systems in line with EGHS strategic directions. Provide leadership to enable the development of knowledge and skills for all employees and students who are hosted by EGHS for clinical placements. To promote workforce strategies via external stakeholders and an organisational learning culture in line with EGHS values.

**Department / Unit Specific Overview**

The Development and Improvement Department supports East Grampians Health Service by delivering, implementing and monitoring systems and processes that provide the framework for good clinical governance reflecting Government and community expectations.

**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%282023-27%29.pdf).

**Organisational Responsibilities**

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

[Victorian Public Sector - Code of Conduct](https://vpsc.vic.gov.au/wp-content/uploads/2015/03/VPSC_Code_VPSE_WEB.pdf)

[Confidentiality, Security and Management of Information - SOPP 24.02](https://app.prompt.org.au/download/212511?code=5d442723-b08d-4b82-89fd-8af3921b55d0)

[Hand Hygiene - SOPP 70.18](https://app.prompt.org.au/download/212553?code=a486529d-4f8b-4c5d-87e9-0677d33410ac)

[Occupational Health and Safety - SOPP 72.09](https://app.prompt.org.au/download/212266?code=30bd9101-9aed-4e89-b831-6fa3f5259387)

[Person Centred Care - SOPP 60.20](https://app.prompt.org.au/download/212400?code=b1b12d5e-e692-4050-97d2-43a017eae1ae)

[Safety - SOPP 72.13](https://app.prompt.org.au/download/212267?code=c44edf2f-251e-4e14-b4ca-768f1953d544)

[Performance Development - SOPP 35.27](https://app.prompt.org.au/download/212614?code=fb4b7ac9-47f4-4a51-9f1d-532615eed103)

[Risk Management - SOPP 74.01](https://app.prompt.org.au/download/212447?code=f566d6fd-4a43-41b3-9411-3994e7bb929e)

[Child Safe – SOPP 57.24](https://app.prompt.org.au/download/212379?code=371643ca-b971-4108-ad32-9be038f25930)

* 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**

* Lead and develop training and development strategies for all staff and students who are hosted by EGHS for clinical placement(s)
* Investigate, develop and implement new training and employment programs to meet the workforce development needs of the health service
* Promote workforce development strategies via external careers events and school to industry engagement pathways
* Develop high quality education and training as well as delivering dynamic and professional training programs
* Liaise with industry and government stakeholders to provide and receive strategic advice on health industry development issues
* Manage all training and development across all disciplines within East Grampians Health Service
* Organise and coordinate formal training programs within the organisation in partnership with University’s and other training providers
* Lead the recruitment, planning and integration of graduate nurses into the workforce
* Report to Department of Health on student, graduate, post-graduate and RUSON/M programs
* Co-lead (with Human Resources) the planning of and implementation of EGHS Staff Orientation
* Provide internal reports on training and development activities and manage databases relevant to the role
* Provide and be able to speak to relevant training and development reports for all accreditation(s) across the organisation
* Participate in opportunities for the discussion of research ideas and the development of research projects
* Ensure systems are in place for excellence in supervision and support of students, graduates and new to career staff
* Ensure high level of engagement for student placement across the organisation
* Complete submissions relevant to the role and the Training and Development department
* Lead the Nurse Response Team
* Attend the quarterly Grampians Regional Educators group meetings to provide contributions on behalf of EGHS
* Attend the Grampians Learning Hub bi-monthly meetings to provide contributions on behalf of EGHS
* Management of staff members of the training and development team, including annual and timely personal development reviews (PDP), oversight of their mandatory education completion rates etc.
* Provide relevant and meaningful support and guidance for nursing, allied health and non-clinical educators/trainers in the education department
* Participate in any other tasks as directed by the Director of Development and Improvement
* Contribute as a senior manager to the strategic direction of the Development and Improvement Directorate.
* Manage (or delegate the management of) the use of the practical laboratory and consumables for internal and external stakeholders

**Key Performance Indicators**

* *Demonstrates practice within the Vision, Mission and Values of EGHS.*
* *Demonstrates commitment to personal and professional development, leading by example and identification as an education resource to assist and provide guidance for the career development of all individuals who work within the organisation.*
* *Demonstrates knowledge of and application of skills to ensure the organisation’s strategic goals are consistently being worked towards achieving (ie. workforce development).*
* *Demonstrates understanding, application of knowledge and implementation of the organisation’s clinical governance framework to ensure the provision of high-quality health care through continuous improvement.*
* *Demonstrates knowledge and understanding of legislation and maintenance of a safe environment for employees, consumers and visitors.*
* *Demonstrates leadership and application of knowledge to operate within the agreed budget for the department and the organisation’s Financial Management framework.*

Key Selection Criteria

**Essential Criteria:**

* Current registration with a health-related discipline
* Understanding of a whole of organisation approach to training and development
* Master qualification (or working towards) in Education or health-related discipline
* Demonstrated significant clinical experience in a health-related discipline
* Demonstrated skills in the planning, implementation and evaluation of education programs
* Proven ability to provide leadership and act as an education resource for senior management and staff
* Excellent communication, negotiation, organisational and time management skills
* Commitment to a high standard of clinical care
* Demonstrates commitment to ongoing professional development
* Current driver’s licence and the ability to travel for work purposes

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) |  |
| Developed By Name |  |
| Developed by Title |  |