

# **Position Title: Workforce Development Officer**

REPORTS TO: Head of HR ACCOUNTABLE TO: Head of HR

**EMPLOYMENT**: Full Time – 12 Months Fixed Term DATE: November 2018

**DIRECT REPORTS: Nil** 

#### ORGANISATIONAL VALUES

We will be grounded in culture and community needs and foster the principles and values of **community-control** in everything we do

We will always advocate for the health and wellbeing of our community

We are committed to providing evidence-based, high quality service

We will always be respectful, caring, collaborative and inclusive

Our service will be accessible for all members of the community

### **POSITION SCOPE**

The role of Workforce Development Officer is to identify workforce needs and priorities and design workforce development strategies which provide opportunities that build the capacity and support of VAHS employees. This position will focus on liaising with VAHS staff and professional development and training providers and delivering workforce education resources and programs across the organisation.

# **KEY RESPONSIBILITIES AND ACCOUNTABILITIES**

### **Strategy and Planning**

- Identify strategies that may be needed to ensure that any future organizational structure is able to support the changing and expanding workforce and professional needs of VAHS programs and services across the organization.
- Develop and nurture any partnerships or strategic alliances with external training providers who may assist in any current and future training activities.
- Support the current VAHS workforce to gain skills and qualifications required of their roles.
- Contribute to and enact the annual workforce development plans.

## **Training and Development**

- Liaise with Unit Managers regarding workforce planning to develop a good understanding of the knowledge, skills and abilities the Unit will require in the future.
- Undertake an organization wide training needs analysis to determine current workforce capability and uncover gaps and strengths.
- Assist the Education and Training Officer in working with external training providers to bring about a level of continuous improvement and increased excellence of service in training delivery to all stakeholders and consider and promote opportunities to improve and enhance the training delivery model.

 Develop appropriate quality assurance systems and processes that are in line with best clinical practices and support the implementation of quality improvement strategies as it relates to workforce development as appropriate.

# Traineeships/School Base Apprenticeships/Work Placement

- Create opportunities for traineeships for Aboriginal people in the community to build their skills and knowledge to fulfill positions that are currently available and will become available in the future
- Work closely with secondary schools/colleges to facilitate School Based Apprenticeships/Traineeships program
- Work collaboratively with Health and Hospital services in facilitating work placement programs
  For example medical students, nursing students, allied health etc

#### **Stakeholder Engagement**

- Ensure VAHS has strong industry partnerships with accreditation and credentialing agencies
- Build strategic relationships with other health skilling agencies and providers to co-ordinate workforce development initiatives
- Work collaboratively with Health and Hospital Services to provide integrated education and skilling opportunities
- Regularly liaise with health peak bodies to ensure collaboration in the delivery of new models of care for transition into practice

#### **KEY SELECTION CRITERIA**

Understanding of and Commitment to the Aboriginal community.

#### Experience in:

- Tertiary qualification in business or related discipline
- Certificate IV in Workplace Training and Assessment
- Demonstrated knowledge and experience in health workforce development
- Experience in the development, implementation and evaluation of education/training or up skilling within the primary health care setting
- Demonstrated ability to develop rapport and build relationships with various stakeholders
- Demonstrated ability to think strategically whilst also working operationally
- Excellent organization and time management skills
- Excellent written and verbal communication skills
- Well developed interpersonal, consulting and negotiation skills
- Demonstrated experience engaging, collaborating and influencing key stakeholders and customers to achieve optimal business outcomes

#### CONDITIONS OF APPOINTMENT

Award Details – Aboriginal Community Controlled Health Services Award 2010

Salary packaging benefits are available subject to VAHS' on-going Fringe Benefits Tax exempt status.

Key Performance Indicators (KPI's) will be set on commencement. A three month probation period applies. Annual performance reviews are undertaken.

VAHS is a Smoke Free Workplace

VAHS staff are required to familiarise themselves with and abide by VAHS Policies, Procedures, including the Code of Conduct.

Successful applicants are required to have a current full Victorian driving license (unless otherwise agreed to), undergo a police check and possess a current working with children check. Relevant convictions will be taken into consideration when considering applicants for this position

The VAHS offer some programs / services outside of normal business hours. Staff across all VAHS sites may be required to work after hours as an operational requirement of the role if the program / service they work in operates outside of normal business hours.

This position is located at the VAHS Preston Office, however the Service reserves the right to vary the location of the position according to the needs of the Service and its clients and any future changes to the Service's area of operation.

Travel will be required, particularly across the VAHS sites (Fitzroy, Preston).

The position is offered subject to ongoing funding.

I have read this document and agree to undertake the duties and responsibilities listed above.

I acknowledge that:

- This position description is an indication of the duties and responsibilities that I may be required to undertake. Additional or other duties and responsibilities may be allocated to me after discussion/agreement.
- The Position Description will be reviewed annually in consultation with me.

SIGNED by the EMPLOYEE		
Signature:	Name:	// Date:
SIGNED by the MANAGER		
Signature:	Name:	// Date: