

<b>Job Description Form</b>	<b>Environmental Health Education Coordinator</b>
Work Group:	Workforce and Sector Development
Work Unit:	Health Programs
Reports To:	Deputy Chief Executive Officer
Direct Reports:	Nil
Award / Agreement:	<i>Educational Services (Post-Secondary Education) Award 2020 (Cth)</i>
Award Classification:	Teachers & Tutors/Instructors - Category D
Approved by CEO:	9 <sup>th</sup> September 2021 (Des Martin)

### **VISION STATEMENT**

Aboriginal people in Western Australia enjoy the same level of health and wellbeing as all Western Australians.

### **MISSION STATEMENT**

As the leading authority for Aboriginal health in Western Australia, we strive to strengthen and promote the Aboriginal Community Controlled Health Services' Model of Care, empowering Aboriginal people to achieve health equality in their communities.

### **ORGANISATIONAL VALUES**

The organisation operates on the foundational pillars of Aboriginal leadership, self-determination and cultural diversity that underpin and shape the way the organisation conducts its business.

These values are designed to guide and promote a strong, high performing organisational culture that is responsive to the state-wide needs of our Members and assist us in delivering our vision.

Culture | Resilience | Accountability | Collaboration | Passion | Integrity

### **POSITION PURPOSE**

The Environmental Health Education Coordinator is accountable to the Deputy CEO, and is responsible for planning, preparing, promoting and delivering a pilot training model for the accredited Certificate II and III in Indigenous Environmental Health as part of the Commonwealth Department of Health's Emerging Priorities Program.

The program is intended to build the capacity of the Aboriginal workforce to provide the necessary leadership and technical skills to progress environmental health issues in Aboriginal and Torres Strait Islander communities across Western Australia.

The occupant of this position will be expected to comply with and demonstrate a positive commitment to the highest level of achievement in Equal Employment Opportunity, Work Health and Safety, Code of Conduct, Quality Improvement, Performance Management, Client Focus and Confidentiality throughout the course of their duties.

### KEY CLIENT AND STAKEHOLDER RELATIONSHIPS

#### EXTERNAL

- Given the range of tasks, this position has contact with most Aboriginal Community Controlled Health Services in Western Australia.
- Liaises with a variety of government agencies, stakeholder representative groups and community groups.
- Liaises with key external stakeholders and partners including Environmental Health Agencies to ensure a collaborative approach to course delivery targeted at Aboriginal people in line with funded contract deliverables.

#### INTERNAL

- Maintains close working relationships with other officers, team members and employees of the Aboriginal Health Council of Western Australia.

### RESPONSIBILITIES OF THIS POSITION

KEY RESULT AREA	POSITION RESPONSIBILITIES
PLANNING, PREPARING, PROMOTING & DELIVERING TRAINING	<ul style="list-style-type: none"> <li>– Work in collaboration with a training course development consultant to develop relevant and culturally appropriate course materials.</li> <li>– Establish and coordinate a training course reference group to inform the development of course materials and resources.</li> <li>– Coordinate the accreditation of the courses and ensure they are put on scope for the AHCWA Registered Training Organisation.</li> <li>– Develop, review and maintain all Certificate II and III in Indigenous Environmental Health Training course materials and resources, ensuring they are up to date and appropriate for the target audience.</li> <li>– Develop marketing materials and promote the Certificate II and III in Indigenous Environmental Health Training to</li> </ul>

	<p>the Member Services and other associated local Aboriginal organisations.</p> <ul style="list-style-type: none"> <li>– Develop partnerships and engage with key stakeholders to promote enrolment and delivery of a pilot program throughout the state.</li> <li>– Coordinate and deliver the Certificate II and III in Indigenous Environmental Health Training as part of the pilot model.</li> <li>– Network, build and maintain strong relationships across AHCWA Member Services and with key stakeholders such as through regular meetings and engagement opportunities.</li> <li>– Provide support and mentoring for all participants.</li> <li>– Ensure all student documentation is maintained in accordance with Standards for Registered Training Organisations (RTOs) 2015 and organisational policies and procedures.</li> <li>– Proactively identify solutions to address potential risks and problems in the delivery of the courses.</li> <li>– Identify areas in the program to build on and improve future program delivery through evidence based cases that demonstrates continuous quality improvement.</li> <li>– Monitor and maintain compliance of all Standards for Registered Training Organisations (RTOs) 2015 to retain accreditation of the Certificate II and III in Indigenous Environmental Health.</li> <li>– Ensure responses to any accreditation audits and inquiries are adhered to.</li> <li>– Collect, collate and report data to the Executive Management Team and funding bodies to demonstrate achievement of the program's KPI's.</li> <li>– Coordinate a formal evaluation of the pilot program in accordance with the funding agreement.</li> <li>– Prepare written reports and other documentation as required and in accordance with the funding agreement and relevant organisational policies and procedures.</li> </ul>
QUALITY MANAGEMENT SYSTEM (QMS)	<ul style="list-style-type: none"> <li>– Actively participate in the organisation's QMS (LogiQC).</li> <li>– Identify and participate in continuous quality improvement activities and apply quality improvement principles to all duties performed.</li> </ul>
OTHER	<ul style="list-style-type: none"> <li>– Demonstrate a strong commitment to uphold and contribute to the organisation's mission, objectives and values.</li> </ul>

	<ul style="list-style-type: none"> <li>– Support and promote teamwork through open communication, collaboration and contribute to a positive workplace culture.</li> <li>– Attend and participate in professional development activities including workshops and training as required.</li> <li>– Attend and participate in Employee Development Days.</li> <li>– Participate and comply with all Work Health and Safety responsibilities as per the Occupational Safety and Health Act 1984 (WA).</li> <li>– Identify and assist to reduce Work Health and Safety hazards and risks.</li> <li>– Follow the reasonable direction of Work Health and Safety representatives.</li> </ul>
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#### POSITION KEY PERFORMANCE INDICATORS

The below Key Performance Indicators (KPI's) are used to assess, measure, evaluate, manage and reward performance within each key result area of this position.

The below KPI's are to be assessed in line with the organisations performance development framework.

KEY RESULT AREA	KEY PERFORMANCE INDICATORS
DEVELOP, COORDINATE AND DELIVER THE CERTIFICATE II AND III IN INDIGENOUS ENVIRONMENTAL HEALTH TRAINING	<ul style="list-style-type: none"> <li>– Development of accredited course materials for Cert II and III in Indigenous Environmental Health Training.</li> <li>– Certificate II and III in Indigenous Environmental Health Training on scope at AHCWA's RTO.</li> <li>– Promote the Certificate II and III in Indigenous Environmental Health Training to the AHCWA Member Services and other local Aboriginal organisations.</li> <li>– Effective delivery of the Certificate II and III in Indigenous Environmental Health to ACCHS and other local Aboriginal organisations within each of the regions.</li> <li>– Effective support for Member Service staff to deliver the training and/or workshops to their local communities.</li> </ul>
PROGRAM COORDINATION, REPORTING AND EVALUATION	<ul style="list-style-type: none"> <li>– Timely completion of all contractual obligations including program delivery, funding reports, evaluations and compliance requirements to a high standard.</li> <li>– Engage, build and foster key stakeholder relationships and partnerships that help advance program objectives.</li> <li>– Effective financial management and cost control, ensuring program outputs are met within budget constraints.</li> </ul>

	<ul style="list-style-type: none"> <li>– Build and sustain a high performing, cohesive and competent team that can actively meet the needs of the program.</li> <li>– Provision of timely and high quality written reports and other documentation in preparation for Staff Monthly Reports, Operational Management Team Reports, Board Reports and Funding Reports.</li> </ul>
QUALITY MANAGEMENT SYSTEM (QMS)	<ul style="list-style-type: none"> <li>– Ensure all tasks assigned to this position are completed within a six (6) week period.</li> </ul>

### COMPETENCY PROFILE FOR THIS POSITION

Competencies are the specific knowledge, skills and attributes needed to successfully undertake the role. The profile is used for recruitment, performance review, planning, and training and development activities.

#### JOB SPECIFIC COMPETENCIES

#### QUALIFICATIONS, SKILLS, EXPERIENCE AND KNOWLEDGE

##### ESSENTIAL:

- Demonstrated experience in the development and/or review of training and resource materials (Certificate II or III level).
- Possession of a Certificate IV in Training and Assessment (TAE40110), or willingness and ability to attain upon commencement.
- Understanding of Adult Learning Principles and the ability to develop engaging training materials and resources for a variety of audiences.
- Demonstrated ability to plan, promote and deliver training packages.
- Understanding of the issues including social determinants affecting Aboriginal people's social and emotional well-being.
- Highly developed interpersonal skills including the ability to proactively establish and sustain effective stakeholder relationships.
- Strong organisation skills, the capacity to successfully manage competing priorities, maintain attention to detail and meet deadlines.
- Advanced Microsoft Office Package Software skills including Outlook, Word, Excel and Power Point etc.
- Demonstrated ability to communicate effectively and sensitively with Aboriginal and Torres Strait Islander peoples.

##### DESIRABLE:

- Possession of a certificate in Indigenous Environmental Health and/or equivalent knowledge, experience and skills.

- The person identifies as Aboriginal and/or Torres Strait Islander and is acknowledged as such by their community.
- Demonstrated knowledge of the Australian Qualification Framework (AQF) and best practice and assessment practices.

**PRACTICAL REQUIREMENTS:**

- Intra-state travel including overnight absences will be required.
- A current Western Australian driver's license and willingness to drive is essential.
- Some work out of normal hours of duty will be required.
- Depending on the nature of the region, some travel on light aircraft may be required.

**ACKNOWLEDGMENT AND ACCEPTANCE BY APPOINTED EMPLOYEE**

**I certify that I have read and understand the responsibilities assigned to this position.**

Employee Name:	
Signature:	
Date:	