

POSITION DESCRIPTION

POSITION TITLE:	Training and Development Coordinator
DIVISION / SECTION:	Centre for Primary Health Care Systems – One21seventy
SUPERVISOR:	Manager One21seventy
CLASSIFICATION LEVEL:	GSL 8
SALARY RANGE:	\$84,411 - \$95,662
STATUS (FTE):	Full Time
NO. OF POSITIONS REPORTING DIRECTLY:	0
NO. OF POSITIONS REPORTING INDIRECTLY:	0

SUMMARY OF POSITION:

One21seventy is a program in the Centre for Primary Health Care Systems, a centre within Menzies' Epidemiology and Health Systems Division. The name 'One21seventy' reflects the Centre's aspiration to increase life expectancy for Indigenous people beyond one in infancy, beyond 21 in children and young adults and beyond 70 in the lifespan. One21seventy works with Aboriginal and Torres Strait Islander primary health care services across Australia to support their use of continuous quality improvement to deliver better health outcomes for Aboriginal and Torres Strait Islander people.

The Training and Development Coordinator role includes development and review of clinical audit tools to support continuous quality improvement activities in primary health care services and also participate in the delivery and training of CQI using One21seventy audit tools. This ensures audit, assessment tools, protocols and web-based information systems for data entry are continually upgraded utilising best practice state and national standards.

PRIMARY RESPONSIBILITIES:

1. Communicate and work effectively with Aboriginal and Torres Strait Islander people and to have an understanding of Aboriginal and Torres Strait Islander culture and protocols.
2. Develop and deliver workforce development products and services for use by a diverse range of clients in various settings.
3. Monitor and revise One21seventy audits, assessment tools, protocols and web-based information systems for data entry.
4. Support stakeholder relationships with a defined group of clients and partners of One21seventy.
5. Identify CQI workforce development needs or gaps and market opportunities for One21seventy.
6. Support clients to apply the One21seventy approach in order to gain the best benefit within their priorities, preferences, context and resources.
7. Assist the One21seventy Manager through the process of preparing One21seventy Training Courses for accreditation.
8. Ensure One21seventy education and training fits well with (and is not at odds with) the broader landscape of CQI and primary health care workforce and professional development strategies, structures and activities.
9. Make a general contribution to the work of the Centre and to a collegial environment.
10. Any other tasks as reasonably required by the One21seventy Manager, Centre for Primary Health Care Systems Manager and/or Director

SELECTION CRITERIA:

Essential:

1. Post graduate or progress towards post graduate qualifications and extensive experience in a relevant health related discipline.
2. An understanding of Aboriginal and Torres Strait Islander culture and protocols.
3. Demonstrated understanding of CQI principles and applications in a health setting, particularly in Aboriginal and Torres Strait Islander primary health care settings.
4. Demonstrated interpersonal, written and oral communication skills particularly in engagement and relationship building with Aboriginal and Torres Strait Islander communities, AMS, NGO's, health providers and other organisations.
5. Certificate IV in Training & Assessment (TAE40110) or higher with a proven ability to deliver training in an adult setting.
6. Highly developed organisational and time management skills and attention to detail.
7. Willingness and ability to travel as well as the flexibility and ability to work outside normal hours when required.
8. An understanding and awareness of relevant Workplace Health and Safety as well as Equal Opportunity principles and legislation along with a commitment to maintaining a healthy and safe workplace for all Menzies staff, students, volunteers and visitors.

Desirable:

1. Demonstrated ability to work within a small and diverse team environment.
2. Prior experience with accrediting training courses to certification level.

Approval:

Sarah Kanai
Manager One21seventy

Signature

Date

Ross Andrews
Deputy Director

Signature

Date

GSL 8

PACKAGE COMPONENT	Minimum Value GSL 8/1 (\$)	Maximum Value GSL 8/5 (\$)
Gross Salary (position advertised as General Staff Level 8)	\$ 84,411.00	\$ 95,662.00
Superannuation (14% superannuation contribution depends on employee contributing 3% of pre tax salary)	\$ 11,817.54	\$ 13,392.68
Salary Packaging Grossed Up (Based on utilising the full \$16,040 salary packaging component plus the \$5000 Meal Entertainment Card.)	\$ 11,432.06	\$ 12,146.56
Leave Loading (Payable on the last pay before Christmas (first year will be a pro rata payment))	\$ 1,411.00	\$ 1,411.00
Total Salary Package	\$ 109,071.60	\$ 122,612.24