

Eastern Health

POSITION DESCRIPTION

Position Title:	Education and Training Officer (Level A)
Award Classification:	RE11 –RE17
Award / Agreement Name:	Victorian Public Health Sector (Medical Scientists, Pharmacists and Psychologists) Enterprise Agreement
Position Reports to:	Strategic Lead - Workforce Development

EASTERN HEALTH – HEALTHIER TOGETHER

Eastern Health is one of Melbourne’s largest metropolitan public health services. We provide a comprehensive range of high quality acute, sub-acute, palliative care, mental health, drug and alcohol, residential care, community health and statewide services to people and communities that are diverse in culture, age and socio- economic status, population and healthcare needs

TURNING POINT

Turning Point was established in 1994 to provide leadership to the alcohol and drug field in Victoria. Turning Point is now a national treatment, research and education centre that provides leadership in the alcohol and drug, gambling and mental health sectors. Combining research with service innovation, surveillance, system enhancements, education, capacity building and specialist support, Turning Point is a recognised centre of excellence that assists services, communities and governments to respond to current and emerging issues. Turning Point is part of Eastern Health and is affiliated with Monash University.

www.turningpoint.org.au



1. POSITION PURPOSE

A Level A Education employee will work under the direction of more senior staff. The incumbent shall be expected to develop expertise in education and training, demonstrating increasing degrees of autonomy and a consolidation of skills with each incremental progression.

Responsibilities may include, but are not limited to the development and delivery of training of non-accredited courses or Certificate IV competencies, and involvement in project activities. The position may involve some aspects of grant development, facilitation of online courses, project support or project management of small or minor projects but shall remain under the direction of a Level B or Level C employee.

The position will contribute to education and training research and the development of teaching materials including the development of online resources. The position will liaise with other programs across Turning Point and Eastern Health to maximise the contribution of expertise to various projects.

2. MAJOR DUTIES AND/OR RESPONSIBILITIES

Operational Service Development

- Develop and deliver all aspects of vocational training in accordance with RTO requirements
- Contribute to the preparation of funding submissions and reports
- Develop models, design curricula and produce training materials for various target groups
- Deliver and evaluate education and training programs
- Develop appropriate databases and coordinate data collection and analysis
- Prepare timely and relevant written reports (e.g. for DH or other publications)
- Liaise with external stakeholders
- Prepare reports, professional development seminars, conference presentations and contribute to peer-reviewed publications where appropriate
- Undertake wider administrative duties of the Program as well as the organisation more broadly as required in consultation with the Strategic Lead.
- Support income generation activities and organisational development work within Turning Point

Human Resources Management

- Provide support to other staff completing project tasks
- Develop and maintain harmonious, effective interpersonal relationships with all Mental Health/ Alcohol & Drug personnel, wider staff group in Eastern Health, community and professional groups and with the external community.

Quality Care

- Participate in quality projects as required.
- Actively develop and participate in the service related continuous improvement practices and principles
- Contribute to quality improvement and research activities focused on developing best practice across the Mental Health/ Alcohol & Drug Services

Research & Training

- Participate in collaborative research/ training project activities for the benefit of the service and the sector as a whole.

3. SAFE PRACTICE AND ENVIRONMENT

Occupational Health and Safety

Eastern Health is committed to provide and maintain a working environment for all staff that is safe and without risk to health. All staff are to take care of their own health and safety and the health and safety of any other person who may be affected by your acts or omissions at the workplace. Understand responsibilities and accountabilities to yourself and others in accordance with OH&S legislation and Eastern Health policies and promote a working environment that is congruent with these guidelines. This includes staff reporting of all clinical and OHS incidents and near misses, in particular those related to Occupational Violence, Manual Handling and Slips, trips and falls.

Staff are required to comply with all state legislative requirements in respect to the Occupational Health and Safety Act 2004 and the Workplace Injury Rehabilitation and Compensation (WIRC) Act 2013.

4. TRAINING AND DEVELOPMENT

Relevant, practical and timely education should direct, facilitate, enhance and support the professional growth and practice of employees in a health environment characterised by change. All programs should endeavour to promote evidence-based practice, a problem solving approach and to be competency based.

You are expected to participate in the personal development process on an annual basis.

5. QUALITY

As a staff member of Eastern Health staff are required to comply with Eastern Health performance standards and participate in continuous monitoring and improvement as part of your role. You are also required to comply with legislation, professional standards and accreditation standards.

As a staff member employed by Eastern Health services you must have and maintain the appropriate skills and knowledge required to fulfil your role and responsibilities within the organisation. In addition, you must ensure that you practice within the specifications of this position description, and where applicable within the agreed scope of practice.

You are responsible for ensuring safe high quality care in your work. This will include complying with best practice standards, identifying and reporting any variance to expected standards and minimising the risk of adverse outcomes and patient harm. In addition, you will ensure that service and care is consistent with the EH approach to patient and family centered care.

6. CONFIDENTIALITY

Any information obtained in the course of employment is confidential and should not be used for any purpose other than the performance of the duties for which the person was employed. Staff are bound by the Information Privacy Act 2000 and the Health Records Act 2001.

7. EQUAL EMPLOYMENT OPPORTUNITY

You agree to adhere to the Equal Employment Opportunity policies and practices of the Health Service. Discriminatory practices, including sexual harassment, are unlawful. The Health Service will not tolerate discriminatory behaviour and any such conduct may lead to the invoking of the Disciplinary Policy and Procedure, which may result in termination of employment.

8. PERFORMANCE DEVELOPMENT

A Performance Review, that includes agreed targets, will occur three (3) months from commencement and then annually on the basis of the duties and responsibilities outlined in this position description. This is an opportunity to review personal and the allocated work unit's service performance, facilitated by the setting of objectives/goals and ongoing evaluation of performance and achievement. Objectives will be developed annually, documented, discussed and agreed with the immediate line manager, who will act as the assessor. The incumbent is expected to demonstrate and show evidence annually of on-going self and allocated work unit's service development.

9. EASTERN HEALTH'S PROMISE

Our promise to our communities, patients, consumers and staff is that we will be **HEALTHIER TOGETHER**.

Bolder than a vision for the future, our promise calls us to action. We know that working together is the only way we can achieve what is necessary for a healthier future.

Our values are ones in action and are the behaviours that matter most.

- Respect for all
- Safe always
- Partnering in care
- Learning and improving everyday

Learning from the challenges of the past and looking to the future, we understand that we are building towards a more engaged, more reliable, always safe health service in partnership with our people to improve every day.

10. ATTACHMENTS

- Attachment 1 Key Selection Criteria
- Attachments 2 Additional information

11. NOTE

Statements included in this position description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all-inclusive.

Prior to accepting any offer of employment, prospective employees will be required to read and commit to the Eastern Health Code of Conduct, including (but not limited to) issues of Occupational Health and Safety, Equal Opportunity and Confidentiality.

Vaccination against infectious disease is a mandatory requirement of this role. An offer of employment is conditional on you providing evidence that you are currently vaccinated against COVID-19, prior to commencing employment.

Signed: _____

Date: ____/____/____

Manager

INCUMBENT STATEMENT

I _____ (Incumbent Name) have read, understood and accepted the above Position Description and associated Attachments.

Signed: _____

Date: ____/____/____

ATTACHMENT 1 KEY SELECTION CRITERIA

Position Title:	Education and Training Officer (Level A)
Award Classification:	RE11 –RE17
Award / Agreement Name:	Victorian Public Health Sector (Medical Scientists, Pharmacists and Psychologists) Enterprise Agreement
Position Reports to:	Strategic Lead – Workforce Development

Essential

- A content related degree
- Experience in a relevant field as a teacher/trainer
- Clinical experience in the alcohol and drug/mental health field or sound understanding of current alcohol and drug/mental health issues
- Capacity to design curricula, deliver and evaluate courses
- Well-developed word processing (Microsoft Office suite), PowerPoint and other computer skills
- Demonstrated capacity to conceptualise and manage projects
- Demonstrated capacity to contribute to tender submissions and secure other sources of funding from involvement in relevant networks
- Highly developed written and verbal communication and interpersonal skills
- Well-developed oral presentation skills

Desirable

- A certificate IV in Training and Assessment or equivalent
- Post-graduate degree in health, social or behaviour sciences field
- Understanding key aspects of RTO operations
- Experience in the development of online educational resources
- Well-developed computer skills in relevant online & web based applications and video editing tools
- Experience in supporting the preparation of grant and tender submissions

Other relevant information

- A current Victorian Driver's licence is required
- Capacity to work flexible working hours (occasional evening and weekend work)
- Capacity to travel (mostly within Victoria but interstate or international on occasions)

Aboriginal & Torres Strait Islander Candidates

Eastern Health's Aboriginal Workforce Plan 2023 – 2026 has recently been released. With a strong focus on cultural safety and belonging, actions included in the Workforce Plan provide practical supports for all Aboriginal and/or Torres Strait Islander staff.

An Aboriginal Employment Coordinator is available to ensure each person has culturally safe and positive employee experiences which foster belonging and access to diverse experiences and career pathways.

Should you require further information regarding this position or support to complete an application, please contact the Recruitment Manager for this position or Eastern Health's Aboriginal Employment Coordinator at Aboriginal.Workforce@easternhealth.org.au

ATTACHMENT 2

Eastern Health/Department/Specialty Information & additional position requirements

Position Title:	Education and Training Officer (Level A)
Department / Specialty Area	Turning Point
Campus / Physical Location	Richmond

ORGANISATIONAL CONTEXT

Eastern Health

Eastern Health is a leading provider of health care in the eastern region of Melbourne and incorporates Acute: Aged Care, Rehabilitation and Community Health and Mental Health and Alcohol & Drug Services across a number of large, medium and small work locations.

Statewide Services

The Statewide Services consists of Turning Point and Spectrum. Turning Point is a Victorian specialist alcohol, drug and gambling organisation that integrate treatment and support services with research, education and training. Spectrum is Victoria's only statewide centre for the specialist treatment of Borderline Personality Disorder and provides training and education and contributes to research in this area.

LOCAL WORK ENVIRONMENT

Turning Point

Turning Point was established in 1994 and amalgamated with **Eastern Health** in October 2009 and is formally affiliated with Monash University. Turning Point is a national addiction treatment centre, dedicated to providing high quality, evidence-based treatment to people adversely affected by alcohol, drugs and gambling, integrated with world-leading research and education. Combining innovative research in the clinical, population health and policy fields, with service innovation, surveillance, system enhancements, capacity building and specialist support, Turning Point directly assists services, communities and government to respond to current and emerging issues.

Treatment

Turning Point's multidisciplinary staff, including Addiction Medicine Consultants, Psychiatrists, nurses, psychologists, social workers and alcohol and drug counsellors, provide specialist clinical and support services to people affected by alcohol and drugs and problem gambling. Turning Point provides a broad range of face-to-face, telephone and online evidence based treatment interventions.

Research

Turning Point conducts practical and applied research leading to policy and service development with a focus on improving and expanding the range and quality of treatment and support services through evidence-based research.

Education

Turning Point is a leading provider of education and training services in the alcohol and drug sector in Australia. As a Registered Training Organisation (RTO) and in partnership with Monash University Turning Point builds the capacity of health and welfare professionals to respond more effectively to alcohol and drug issues.

Spectrum

Spectrum is the leading centre in Victoria for the synthesis and dissemination of knowledge and practice, in relation to the treatment of, and recovery from borderline personality disorder, including those presentations where a number of co-morbid conditions create clinical complexity. Spectrum's work can range from contributing to research, capacity building in the workforce (statewide and nationally), to providing a full clinical service of empirically supported treatment interventions including: specialist assessment and case management, individual and group psychotherapy, biomedical treatments and secondary consultation (including telephone and online).