



## 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

