

Employment

Position Description

Position:	Education and Training Coordinator
Award:	Nurses and Midwives (<i>Victorian Public Health Sector</i>) (<i>Single Interest Employers</i>) Enterprise Agreement 2016-2020 (as amended)
Classification:	Clinical Support Nurse - Registered Nurse Grade 3B
Status:	As per Contract of Employment
Qualifications:	Current registration with the Australian Health Practitioner Regulation Agency (AHPRA) as a Registered Nurse Certificate IV in Training and Assessment, or willing to work towards

Position Objective(s)

The Education and Training Coordinator is responsible for collaborating with the Workforce Development Department and relevant stakeholders to identify, develop and evaluate education and training programs to meet the needs of the organisation, staff and students.

The Education & Training Coordinator is responsible for providing direct clinical support and instruction to, and for mentoring graduate, newly appointed or less experienced staff to develop high quality clinical care skills. The Education & Training Coordinator will coordinate and manage the student placements across the facility, including clinical and non-clinical student placements.

Lyndoch Living Vision

By recognising each person for the individual they are, we will strive to provide them with the specific services, care and support they need to enjoy a lifestyle that is their own – dignified, engaging, fulfilling and rewarding.

The Lyndoch Way

To support a positive work environment and culture that we believe will best fit the future we are strategically planning for, “nine pillars” have been identified.

One Team

We value and recognise individuality as a vital part of developing a unified voice.

Pride

We support pride and passion in our work and in doing so, we attract others who share our values.

Welcoming Workplace

We encourage warm, friendly and respectful interactions across all aspects of our service.

Yes Culture

We always start with 'yes' in every deliberation.

Customer Service

We ensure that customers feel engaged and valued in every interaction.

Innovation

We will enhance our services and exceed customers' expectations, by embracing innovation and fresh ideas.

Fun and Enjoyment

We recognise that fun and enjoyment are critical to success.

Social Purpose

Through the social conscience of the staff and consumers we actively engage with causes that impact the local community.

Safety

We actively promote safety and wellbeing through the provision of innovative and high quality training, monitoring of risk, and compliance, with OHS regulations.

Key Responsibilities and Duties

Training and Development

- In collaboration with the Operations Manager – Workforce Development, work with key stakeholders to identify and respond to training and development needs across the organisation which supports the strategic direction of Lyndoch.
- Work closely with relevant stakeholders and the Operations Manager – Workforce Development, the Education & Training Coordinator to develop contextualised training programs, which are designed to enhance the knowledge, skills and attributes of the workforce and/or students.
- Work closely with key personnel to respond to known and unknown potential risks to the organisation, through learning and development opportunities.
- Plan with key stakeholders and deliver clinical based training, to support good Clinical Governance.
- Support the Operations Manager – Workforce Development to oversee the planning and development of the annual organisation wide training calendar.
- In collaboration with the Operations Manager – Workforce Development consult with internal and external stakeholders to develop and deliver workshops/training programs and activities.
- Assist with the collection and documentation of training data and provide a monthly report to the Operations Manager of Workforce Development on the uptake training opportunities and the hours of training completed.

Student Placements

- Oversee and coordinate all student placements' and the inherent requirements of the portfolio.
 - Utilise the Placeright platform, for approved providers, to engage with RTO's and attend to all the inherent requirements of the portfolio
 - Collect, analyse and interpret student placement metrics and report to the Operational Manager - Workforce Development
 - Align the student placement program to the wider Organisational Workforce Development Strategy.
 - Develop and implement innovative student placement models, which are continually evaluated.
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- **Continuous Improvement**
 - In collaboration with the Workforce Development Team, evaluate all education and development opportunities, to ensure the training meet the identified need
 - Work with key stakeholders to respond to known and unknown potential risks to the organisation, through learning and development opportunities
 - Maintain an innovative approach to the implementation of student placements and training and development within Lyndoch.
 - Participant in ongoing employee development, including but not limited to the employee Support and Growth plan.
 - Apply research-based evidence to deliver the highest level of possible and facilitate the development, implementation and evaluation of effective clinical practices.

Health and Safety:

- Follow Lyndoch's Health and safety polices, procedure, workplace instructions and conduct of conduct
- Take reasonable care for your own health and safety and for the health and safety of anyone else that may be affected by your actions or omissions, whilst at work
- Co-operate with your Manager/Supervisor in respect to actions taken by Lyndoch to comply with the requirements to provide a workplace that is safe and without risks to health
- Correctly wear and maintain items of personal protective clothing and equipment that are provided
- Immediately report any incidents within the workplace to your Manager/Supervision
- Be conversant with and follow emergency procedures and directions
- Participate in health and safety training programs as required

As required, the Education Coordinator will undertake other duties as directed by the Operations Manager - Workforce Development.

Organisational Relationships

Reports to: Operations Manager, Workforce Development

- Supervises:** Nil at time of appointment
- Internal Contacts:** Workforce Development Team, People and Culture Team, all staff, consumers
- External Contacts:** RTOs, Education and Training providers, community organisations

Specialist Knowledge and Skills

The following knowledge and skills are required to be utilised:

- Current registration with AHPRA as a Registered Nurse, with no restrictions.
- Exceptional communication, interpersonal and negotiating skills, including well-developed written and oral skills.
- Demonstrated experienced in coordinating education and training programs in a health or aged care setting.
- Exceptional communication, interpersonal and negotiating skills, including well-developed written and oral skills.
- Demonstrated well-developed time management skills, with prioritising delegated tasks and the ability to adhere to time frames.

Management Skills

The following management skills are required to be utilised:

- Demonstrated ability to negotiate and positively influence and motivate others to make a significant change in professional development
- Highly developed skills in change management strategies to drive organisational wide change
- The ability to foster and develop a working environment which actively promotes collaborative performance and values-based culture.
- Superior communication and interpersonal skills including demonstrated experience in liaising with employees, clients, stakeholders and the wider community
- Ability to understand and utilise knowledge and skills offered by internal and external stakeholders where required
- Ability to build relationships that facilitate cooperation, respect and transformational change

General

Agreement

I accept and agree to the duties in this Position Description. I understand that this Position Description is to be read in conjunction with the General Terms and Conditions of Employment and I agreed to abide by terms and conditions stipulated therein.

Name (Please print)	
Signature	Date

Authorised by: Chief Executive Officer

Date: January 2021