

POSITION DESCRIPTION



Position Title	Manager Training and Development
Position Number	N5565
Department	Development and Improvement
Classification	Dependant on qualification and experience
Agreement	Dependant on qualification and experience
Reports to:	Director Development and Improvement

Position Purpose:

The purpose of this position is to:

- Implement, monitor and evaluate whole of organisation staff training and development programs, processes and systems in line with EGHS strategic directions.
- Provide leadership in the development of knowledge and skills for all employees and students.
- Collaborate on rural workforce strategies with internal and external stakeholders.
- Promote an organisational learning culture aligned with EGHS values.

Department / Unit Specific Overview

The Development and Improvement Department supports East Grampians Health Service by delivering, implementing and monitoring systems and processes that provide the framework for good clinical governance reflecting government and community expectations.

Our Values



Integrity

We value integrity, honesty and respect in all relationships



Excellence

We value excellence as the appropriate standard for all services and practices



Community

We respect the dignity and rights of our community and acknowledge their beliefs, regardless of their cultural, spiritual or socioeconomic background



Working Together

We value equally all people who make a contribution to EGHS to achieve shared goals



Learning Culture

We strive to continually lead and develop through education, training, mentoring and by teaching others.

Organisational Context

East Grampians Health Service (EGHS) is a rural health service located in Ararat and Willaura in Western Victoria. EGHS is an integral part of a thriving community and is committed to providing quality health and wellbeing services to people of all backgrounds.



Serving a diverse community, EGHS delivers an extensive range of acute, residential, home and community based services. We strive to continually improve our services to best meet the needs of our patients, consumers and the community.

Our Vision

East Grampians Health Service will improve the health, wellbeing and the quality of life for our community.

Our Purpose

To meet people's health needs through leadership, strong partnerships and wise use of resources.

Strategic Actions

See [Strategic Plan 2023 – 2027](#).

Organisational Responsibilities

- Be aware of and work in accordance with EGHS policies and procedures, including:
 - [Victorian Public Sector - Code of Conduct](#)
 - [Confidentiality, Security and Management of Information - SOPP 24.02](#)
 - [Hand Hygiene - SOPP 70.18](#)
 - [Occupational Health and Safety - SOPP 72.09](#)
 - [Person Centred Care - SOPP 60.20](#)
 - [Safety - SOPP 72.13](#)
 - [Performance Development - SOPP 35.27](#)
 - [Risk Management - SOPP 74.01](#)
 - [Child Safe – SOPP 57.24](#)
- Be respectful of the needs of patients, consumers, visitors and other staff and maintain a professional approach in all interactions, creating exceptional experiences.
- Be aware of the National Safety and Quality Health Service Standards and all other standards as it relates to your area of work and associated accreditation.
- Undertake other duties as directed that meet relevant standards and recognised practice.
- Agree to provide evidence of a valid employment Working with Children Check and provide the necessary details for East Grampians Health Service to undertake a national Police check. Also provide a National Disability Insurance Scheme (NDIS) worker check or the necessary details (if required).
- Identify and report incidents, potential for error and near misses and supports staff to learn how to improve the knowledge systems and processes to create a safe and supportive environment for staff and patients, consumers and visitors
- Contribute to a positive and supportive learning culture and environment for health professional students and learners at all levels.
- Participate in all mandatory education and orientation sessions as outlined by EGHS.

East Grampians Health Service is an equal opportunity employer and is committed to providing for its employees a work environment which is free of harassment or discrimination.

EGHS reserves the right to modify position descriptions as required. Staff will be consulted when this occurs.



Responsibilities and Major Activities

- Develop and lead training and development strategies for EGHS staff of all disciplines and students who are hosted by EGHS for clinical placement(s).
- Develop and deliver high quality education and training including dynamic and professional training programs.
- Manage the Training and Development team, including annual and timely professional development reviews (PDP), oversight of their mandatory education completion rates, monitoring of annual leave requests and balances (etc).
- Provide relevant and meaningful support and guidance for nursing, allied health and non-clinical educators/trainers in the Training and Development team.
- Investigate, develop and implement new training and employment programs to meet the workforce development needs of EGHS.
- Promote workforce development strategies via external careers events and school to industry engagement pathways.
- Liaise with industry and government stakeholders to provide and receive strategic advice on health industry development issues.
- Organise and coordinate formal training programs within the organisation in partnership with universities and other training providers.
- Lead the recruitment, planning and integration of graduate nurses into the workforce.
- Report to Department of Health on student, graduate, post-graduate and RUSON/M programs (and others as required).
- Co-lead (with Human Resources) the planning, and implementation of, EGHS Staff Orientation.
- Provide internal reports on training and development activities and manage databases relevant to the role.
- Provide and be able to speak to relevant training and development reports for accreditation(s).
- Ensure systems are in place for excellence in supervision and support of students, graduates and new to career staff.
- Ensure a high level of engagement for student placement across the organisation.
- Lead the Nurse Response Team program.
- Attend the Grampians Regional Educators Group and the Grampians Learning Hub meetings to provide contributions on behalf of EGHS.
- Manage (or delegate the management of) the use of education infrastructure (such as the practical laboratory and consumables) for internal and external stakeholders.
- Attend and actively contribute to EGHS meetings as assigned.
- Actively seek opportunities to undertake quality improvement or research to improve program delivery and share this knowledge as appropriate.
- Contribute as a senior manager to the strategic direction of the Development and Improvement Directorate.
- Participate in any other tasks as requested by the Director Development and Improvement.



Key Performance Indicators

- Demonstrates practice within the vision, mission and values of EGHS.
- Professional development reviews (PDP) and other mandatory employment requirements are up to date for the Training and Development team.
- Timely provision of high-quality reports to the relevant committees.
- Demonstrated innovation in program delivery.

Key Selection Criteria

Essential Criteria:

- Current registration with a health-related discipline.
- Master qualification or higher (or working towards) in Education or health-related discipline.
- Demonstrated significant clinical experience in a health-related discipline.
- Previous experience with a whole of organisation approach to training and development.
- Demonstrated skills in the planning, implementation and evaluation of education programs.
- Proven ability to provide leadership and act as an education resource for senior management and staff.
- Excellent communication, negotiation, organisational and time management skills.
- Demonstrated commitment to innovation to deliver a high-quality service.
- Demonstrated commitment to ongoing professional development.
- Current driver's licence and the ability to travel for work purposes.

Must comply to having or completion of:

- National Police Check (renewed every 3 years).
- Working with Children Check (renewed every 5 years).
- Immunisation requirements (annually).

Acknowledgement

Employee Name	
Employee Signature	Date
Manager Name	
Manager Signature	Date
Developed Date (MM,YY)	12,25



Developed By Name	Jaclyn Bishop
Developed by Title	Director Development and Improvement

