



Title:	Training and Development Coordinator
Location:	Myrtleford – Corporate Offices 30 O’Donnell Avenue Myrtleford Vic 3737
Service Unit:	Alpine Institute
Role Summary:	<p>The Training and Development Coordinator will maintain primary responsibility for the coordination of staff training and development emerging from Alpine Health’s operational committee’s inclusive of:</p> <ul style="list-style-type: none">○ National Standards Committee○ Human Resources Committee○ Work Health Safety Committee○ Service Plan Implementation Group <p>The role will work to ensure Alpine Health’s staff training and development is inclusive of all roles and staff, and that opportunities are meaningful and aligned to Alpine Health strategy and program need.</p> <p>The Training and Development Coordinator will provide the leadership to the organisations orientation programs and clinical placement program.</p>
Classification:	As per the Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreements 2016 – 2020 or Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Officers) Single Interest Enterprise Agreement 2016 - 2020.
Employment Contract:	Full time permanent
Exclusions:	This role is not open to any person who (since January 2011) was a party to a contract revoked by the Department
Remuneration:	Remuneration will be in accordance with the above Award. Salary sacrificing is available.
Key Performance Indicators:	Appendix 1

Education, skills, knowledge and behaviour.

The incumbent will be required to possess the following levels of education, skills, knowledge and behaviour.

Education: Meets at least the minimum education requirements.

- Graduate qualification in a health discipline, preferably Nursing.
- Certificate IV in Training and Assessment

Skills: Uses strong analytical interpretation of information to plan, develop, and implement strategy to maintain a highly effective administration function. Contributes to the direction of the Alpine Health through engagement in the work of others, supporting that work, and commissioning assistance as necessary.

- Established capacity for working in training and education fields preferably in a health setting.
- Skilled in the analysis of training needs and the capacity to establish educational opportunity in response to need.
- Ability to prioritise work, meet deadlines and work accurately under conflicting time pressures.
- Ability and commitment to maintain confidentiality and demonstrate tact and discretion when dealing with people.
- Ability to develop and pursue goals in keeping with overall organisational objectives.
- Ability to translate standards and improvement opportunities into best practice.
- Ability to establish systems and processed based administrative work practice
- High level Excel and data management skills
- Sound computer literacy in word processing and relevant software packages
- Current Driver's Licence.
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Knowledge: Can apply knowledge independently and in response to complex organisational and individual situations.

- Knowledge of contemporary training and development practice, particularly as it relates to an adult learning environment.
- Understanding of workforce development practice, and training and development need specific to Alpine Health
- Demonstrated experience and knowledge of legislation and standards pertinent to workforce training and development.
- Demonstrated experience, knowledge and understanding of contemporary ethical issues pertinent to the health profession.
- Demonstrated understanding and commitment to Quality, Infection Prevention and Control, and WH&S principles.

Behavioural and Personal traits: Maintains a high level of self-awareness and is able to make choices about the application of this competency in various situations to effect the best results.

- **Responsiveness:** Provide frank, impartial and timely advice to the organisation; high quality services to the organization and the community; and identify and promote best practice.
- **Integrity:** Honesty, openness and transparency in dealings; use powers responsibly; report improper conduct; avoid any real or perceived conflicts of interest; and strive to earn and maintain public trust.
- **Strategic Thinking:** the ability to identify and develop goals in keeping with the strategic directions of Alpine Health and State and Commonwealth Policy;
- **Impartiality:** Make decisions, and provide advice on merit and without bias, caprice, favouritism or self-interest; act fairly by considering all relevant facts and fair criteria; and implement policies equitably.

- **Accountability:** Work with clear objectives in a transparent manner; accept responsibility for decisions and actions; seek to achieve the best use of resources; and submit to appropriate scrutiny.
- **Customer Focus:** Deliver services in accordance with the identified needs of the community. Provide accurate, appropriate and up-to-date information and strategies.
- **Respect:** The treatment of others fairly and objectively; ensuring freedom from discrimination, harassment and bullying; and the improvement of outcomes on an on-going basis. The ability to maintain confidentiality and to recognize the rights, dignity and independence of all people.
- **Quality Improvement:** To participate in continuous quality improvement activities as required by Alpine Health.
- **Human Rights:** To respect and promote the human rights set out in the Victorian Charter of Human Rights and Responsibilities (included in part C of the Alpine Health Code of Corporate Governance).
- **Leadership:** The ability to actively implement, promote and support organisational key qualities.

Key Competency Domains

The level of competence expected to perform in each of the four domains is as follows:

Domains 1 through 4 below are informed by the skills, knowledge and behaviours listed above.

Domain 1: Workforce Training and Development

Undertakes a comprehensive and collaborative approach to securing the future of Alpine Health's workforce through the delivery of successful training and development initiatives and management of student clinical placement.

Domain 2: Inter-Professional Teamwork

Forms and manages relationships across the organisation, liaising with multi-disciplinary teams to provide responsive and proactive education programs and support a student administration service that delivers a high level of safer care and service, accuracy of work, and support to staff.

Domain 3: Professional Communication

Employs professionally appropriate communication styles in a range of contexts. Uses a range of techniques to elicit and provide information when working with people and ensures a high quality of care when working with colleagues.

Domain 4: Personal Effectiveness

Manages self to maintain effectiveness, inclusive of a commitment to continual professional learning and growth.

Appendix 1

Key Performance Indicators

Service Unit – Corporate Services

Role – Training and Development Coordinator

Training and Development Programming	Training Quality and Safer Care	Staff Engagement	Student Clinical Placement
<ul style="list-style-type: none"> • Establishment of an annual staff training and development agenda • Identify and support the establishment of training opportunities for all staff • Facilitation of a high standard of training, personal and professional development services for Alpine Health. • Establishment of workforce training and development activity relevant to established and emerging organisational need • Establishment of initiatives that endorse Alpine Health’s standing as a learning organisation. • Improvement and coordination of Alpine Health workforce induction programs • Management of Alpine Health no-lift training • Liaise with regional health services to access and coordinate regional T&D opportunities. 	<ul style="list-style-type: none"> • Contribute to training policy and procedural development • Establish approaches to measure the quality of training and development activities • Monitor and communicate staff compliance with mandatory competencies • Development and maintenance of systems for the implementation and monitoring of all training and development initiatives to ensure that they comply with all relevant Laws, Statutes, Acts, Regulations, Standards, Charters, Competencies and Codes of Practice. • Identify and manage systems to record staff participation and feedback • Engage directly with training providers to ensure appropriate and quality training programs for Alpine Health staff • Review online organisational mandatory education program to manage risk. • Coordination and maintenance of the BPCLE (best practice clinical leaning environment) project to improve clinical training experiences for all concerned. 	<ul style="list-style-type: none"> • Establish and promote strategies to engage staff in T&D activities • Increase staff awareness of T&D opportunities and the alignment of opportunities to staff role and functions • Coordinate dissemination of program information • Promote the full participation of staff in mandatory online learning competencies • Work with line managers to put in place programs to achieve individual training needs of staff • Operate at each Alpine Health site on a regular basis. 	<ul style="list-style-type: none"> • Management of Alpine Health’s obligations through Placeright • Alpine Health’s representation within training and development forums including the Hume Region Nurse Education Group, Hume Region Clinical Placement Network and Central Hume Graduate Nurse Program. • Coordination of student placement through rostering, inclusive of IRON students, Alpine Institute RTO students, clinical placement students • Management of student placement reporting requirements • Liaison with educational providers to ensure positive student experience

Document Authorisation

Senior Manager signature: _____ Date: _____

Staff signature: _____ Date: _____