

POSITION DESCRIPTION

Learning and Development Officer

This position description describes the scope and skills required of the Learning and Development Officer at Link Health and Community (Link HC). The position description may be subject to periodical reviews.

POSITION:	Learning and Development Officer
DEPARTMENT:	Workforce Wellbeing
REPORTS TO:	Director, Workforce Wellbeing

POSITION SUMMARY:

The principal objective of the position as Learning and Development Officer is to coordinate the training and development of staff, volunteers and Board in accordance with the recommended training standards. Primarily focussing on scheduling, developing and delivering internal training across the organisation to meet the legislative requirements and relevant standards.

POSITION ACCOUNTABILITY:

- Coordinate the development, delivery and evaluation of effective training programs and sessions in consultation with the Workforce Wellbeing Director.
- Develop and facilitate internal training sessions/programs.
- Assist with recommendations and coordination of specialised areas of training both internal and external.
- Assist with the review and implementation of policies and procedures and where required provide training sessions and guidance.
- Participate in external audits where required.
- Support the development of a learning community within Link HC that includes researching and advising opportunities as required.
- Maintain current knowledge of training providers across the health care and disability sector and liaise with providers as required.
- Assist Workforce Wellbeing department with training related tasks and training projects.
- Develop supporting documentation for training sessions as required.
- Liaise with training providers to ensure correct setup and equipment requirements are provided.
- Support Link HC Managers to develop the induction programs, work experience, traineeship programs and student placements and coordinate these programs as required
- In consultation with the Director, Workforce Wellbeing, jointly co-ordinate the implementation of the Staff Annual Performance Review Program.
- Facilitate activities of the SmartLink committee, including preparing agenda, minutes, scheduling meetings and assisting the Chair.
- Participate in Link HC committees and working groups as required.

PERFORMANCE MEASURES:

- Ensure up to date records according to quality standards and contribute to ensuring safe custody and confidentiality of all records whether in hard copy or electronic format.
- Prepare and maintain appropriate statistical data, reports and analysis activities as required
- Supervise students and volunteers as required, or as appropriate .
- Communicate with Director, Workforce Wellbeing in respect to role responsibilities and professional expertise in order to assist with program development.
- Work collaboratively with service providers in Link HC teams and in the broader service system to ensure that Link HC provides integrated services.
- Participate in identifying professional development and training needs and attend professional development activities as required.

ORGANISATIONAL CONTEXT

Link HC is a multi sided community health service, providing a comprehensive range of health and welfare services primarily to people in the east and south-east of Melbourne and Eastern Victoria.

Link HC provides quality services in line with the program aims, funding guidelines and the Vision and Values of Link HC.

VISION

Link Health and Community's vision is healthier people participating in their communities. The underpinning principles in achieving this vision is that Link HC:

- Recognises the health of individuals and the community, is influenced by social and environmental factors as well as individual's access to health services and plans and delivers our services accordingly
- Recognises that client, community and employee engagement in all aspects of our activities are essential for effective governance
- Strives to provide quality services, in a professional, timely manner to clients from culturally and linguistically diverse backgrounds and to clients who are hearing impaired and use sign language as their primary mode of communication
- Link HC is committed to partnering with other organisations to offer integrated health and wellbeing services that are consistent with state-wide health needs and social priorities

VALUES

Link HC organisational values are:

- We **care** for our community and for the people who use our services
- We **listen** to people who need our services and we advocate for our community
- We provide **accessible**, innovative, and high-quality services and programs

- We **partner** with other organisations to ensure the development and delivery of better services
- We are a **sustainable** organisation, financially, socially and environmentally

OCCUPATIONAL HEALTH AND SAFETY

The position holder has a duty to take reasonable care for the health and safety of themselves and others in accordance with Occupational Health & Safety legislation.

QUALITY AND RISK MANAGEMENT

The position holder has a responsibility to Identify continuous quality improvement opportunities; participate in the development of quality procedures and contribute to internal and external program reviews and audits as required.

The position holder will respond to risk management procedures to minimise any major areas of identified risk and to comply with Link HC OH&S Risk Management Plan.

POLICIES AND PROCEDURES

The position holder will uphold and adhere to Link HC`s Code of Conduct and policies and procedures.

QUALIFICATIONS AND EXPERIENCE REQUIRED

Essential

- Certificate IV in Training and Assessment or higher qualification.
- Proven experience in development, assessment and implementation and evaluation of training.
- Proficiency in Microsoft Office package and software programs.
- Strong organisational skills.
- High level of imitative and well developed written and oral communication skills.

Desirable

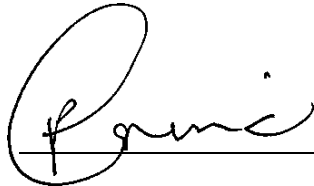
- Experience within the community health or disability sectors.

Mandatory Requirements

- A National Police check
- An international police check, if the position holder has worked overseas for a period of 12 months in the last 10 years
- Working with Children Check
- Australian Tertiary qualification (as determined) or documentation pertaining to an overseas tertiary qualification stating Australian equivalency
- Working rights within Australia

- Victorian Driver Licence
- A reliable vehicle
- Disclosure of any pre-existing injuries or disease that might prohibit your ability to fulfil the inherent requirements of the role

Approved:



Pauline Grima

Director, Workforce Wellbeing

I acknowledge and agree that the above position description is an accurate reflection of the Learning and Development Officer

Signed:

Employee

Name:

Date:

Link HC is committed to living our organisations values and ensuring a safe environment for our staff, people using our services and people visiting our locations. We encourage individuals of diverse backgrounds including but not limited to those from the Aboriginal and Torres Strait Islander peoples, Culturally and Linguistically Diverse backgrounds and the LGBTIQ community to join our workforce. Link HC will adhere to Equal Employment Opportunity and Gender Equity principles. To this end, Link HC will not discriminate on the basis of age, sex, gender identity, sexual orientation, marital status, disability, physical features, Aboriginal and Torres Strait Islander status, cultural background, country of birth, religious beliefs, political beliefs, carer status, pregnancy or breastfeeding.