



JOB DESCRIPTION FORM

Section 1 – POSITION IDENTIFICATION

GREAT SOUTHERN		Position No:	005201
Division:	Human Resources	Title:	Regional Learning & Development Coordinator
Branch:	Learning & Development	Classification:	Level G-6
Section:		Award/Agreement	Health Salaried Officers Agreement

Section 2 – POSITION RELATIONSHIPS

Responsible To	<table border="1"> <tr><td>Title:</td><td>Regional Director</td></tr> <tr><td>Classification:</td><td>HSO Class 2</td></tr> <tr><td>Position No:</td><td>008024</td></tr> </table>	Title:	Regional Director	Classification:	HSO Class 2	Position No:	008024	<p>OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION:</p> <table border="1"> <tr><td>Title</td></tr> <tr><td>005004 OSH Coordinator HSO LG-6</td></tr> <tr><td>613168 Human Resource Consultant HSO LG-6</td></tr> <tr><td>615100 Human Resource Officer HSO LG-3</td></tr> <tr><td>005648 Human Resource Officer HSO LG-2</td></tr> </table>	Title	005004 OSH Coordinator HSO LG-6	613168 Human Resource Consultant HSO LG-6	615100 Human Resource Officer HSO LG-3	005648 Human Resource Officer HSO LG-2
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Positions under direct supervision:	← Other positions under control:								
<table border="1"> <tr> <th>Position No.</th> <th>Title</th> </tr> <tr> <td>Nil</td> <td></td> </tr> </table>	Position No.	Title	Nil		<table border="1"> <tr> <th>Category</th> <th>Number</th> </tr> <tr> <td></td> <td></td> </tr> </table>	Category	Number		
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Nil									
Category	Number								

Section 3 – KEY RESPONSIBILITIES

In collaboration with the Manager Human Resources and other regional leadership positions, directly responsible for coordinating the regions Learning and Development Program and determining non-clinical (corporate) learning and development needs across the WACHS Great Southern, organising, coordinating or developing training opportunities to address those needs, evaluating effectiveness and monitoring compliance.

WA Country Health Service – Great Southern

23 January 2017

REGISTERED

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		CLASSIFICATION	Level G-6



The WA Country Health Service (WACHS) is the largest country health system in Australia and one of the biggest in the world, providing health services to approximately half a million people, including 45,000 Aboriginal people, over a vast two and a half million square kilometres area.

WA Country Health Service hospitals handle as many births as the State’s major maternity hospital – and as many emergency presentations as Perth metropolitan hospitals combined. The range of health services provided cover population health, mental health, Indigenous health and aged care.

Our dedicated and committed staff work hard to fulfil our purpose *Working together for a healthier country WA*, to deliver health services that support the health and well-being of individuals and communities in rural and remote Western Australia.

OUR PURPOSE

Working together for a healthier country WA

WHAT WE STAND FOR

A fair share for country health – securing a fair share of resources and being accountable for their use.

Service delivery according to need – Improving access based on need and improving health outcomes.

Closing the gap to improve Aboriginal health – Improving the health of Aboriginal people.

Workforce stability and excellence – Building a skilled workforce and a supportive workplace.

OUR VALUES

Community - country hospitality, where there is openness, generosity and cooperation. Building healthy and empowered communities and teams, being inclusive, working together, valuing each other and the difference we can all make. A ‘can-do’ attitude.

Compassion - commitment to caring for others with consideration, appreciation, understanding, empathy, kindness and respect. Listening and being heard.

Quality - always striving to provide the best possible care and service through questioning and review, high standards, innovation, creativity, learning and improving. All of us being part of the solution.

Integrity - building trust based on openness, honesty, accountability and valuing and respecting others opinions and points of view. Demonstrating the values. Respectful communication and relationship building. Being mindful of the legacy we hand on to future staff and communities.

Justice - achieving equity and fairness, showing cultural respect, valuing and embracing diversity and respecting confidentiality. Treating everyone equally. Speaking up when there is injustice. Transparency.

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Section 4 – STATEMENT OF DUTIES

Duty No.	Details	Freq.	%
1	STRATEGIC LEARNING & DEVELOPMENT	D	50
1.1	Actively participates in the determination of regional needs, the delivery and marketing of education and training programs to address those needs, evaluation of effectiveness and monitoring of completion of education and training.		
1.2	Maintains regional records through the Learning Management System (LMS) and provides relevant reports and statistical data for the region as required		
1.3	In consultation with the Manager Human Resources and Regional Nurse Director, plans and implements clinical and corporate education programs as a component of regional risk management strategies.		
1.4	In collaboration with the Manager Human Resources, maintains awareness of service budget and advises on the management of variances within it, and develops Learning and Development strategic plans.		
1.5	Develops and presents submissions to secure funding for education and training.		
1.6	In conjunction with the Clinical Staff Development team, co-ordinates and participates in the regional learning and development planning reference group.		
2	COORDINATION	D	45
2.1	Demonstrates high level leadership and interpersonal skills, and coordinates the regional Learning and Development program as an effective, integrated service.		
2.2	Develops and maintains effective networks for the enhancement of staff development services, including relationships with external training providers and participation in WACHS staff development leadership meetings.		
2.3	Takes a leadership role in the implementation and maintenance of the ACHS standards for the Learning and Development program.		
2.4	Utilises Adult Learning principles and strategies in the provision of education and support to health service personnel across the region.		
2.5	Actively promotes and role models the objectives and values of the organisation.		
2.6	Manages key relationships including agreements with Universities and external agencies in relation to training.		
3	OTHER		
3.1	Other duties as directed by the Manager Human Resources.		
	The occupant of this position will be expected to comply with and demonstrate a positive commitment to the highest achievement level in Equal Employment Opportunity, Occupational Safety & Health, Public Sector Standards, Code of Conduct, Code of Ethics, Quality Improvement, Performance Management, Customer Focus, Disability Services Act and Confidentiality throughout the course of their duties.		

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Section 5 – SELECTION CRITERIA

ESSENTIAL

1. Demonstrated ability and experience in planning, implementing, coordinating, delivering and evaluating education programs
2. Demonstrated understanding of, and commitment to, adult learning principles
3. Highly developed conceptual and analytical skills including demonstrated experience in data analysis and reporting relevant to educational programs
4. Demonstrated well developed interpersonal and communication skills (written and verbal), including presentation, liaison and negotiation and the ability to establish partnerships with stakeholders
5. Current 'C' class drivers licence and ability to travel throughout the region

DESIRABLE

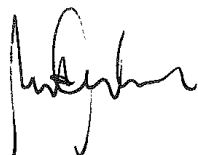
1. Tertiary qualification in relevant discipline or equivalent training and experience
2. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery

Section 6 – APPOINTMENT FACTORS

Location	Negotiable within GS region	Accommodation	As determined by the WA Country Health Service Policy
Allowances/ Appointment Conditions	Appointment is subject to: <ul style="list-style-type: none"> • Completion of a 100 point identification check • Successful Criminal Record Screening clearance • Successful Pre- Placement Health Screening clearance • Current 'C' class drivers licence and ability to travel throughout the region 		
Specialised equipment operated			

Section 7 – CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.



Signature and Date: 23/01/2017
Manager



Signature and Date: ___/___/___
Regional Director

As occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

Name	Signature	Date Appointed	Date Signed

