



JOB DESCRIPTION FORM

Section 1 – POSITION IDENTIFICATION

Goldfields		Position No:	601095
Division:	Regional Office	Title:	Regional Learning & Development Coordinator
Branch:	Kalgoorlie Health Campus	Classification:	HSO Level G6
Section:	Learning and Development	Award/Agreement	Health Salaried Officers Agreement

Section 2 – POSITION RELATIONSHIPS

Responsible To	Title:	Regional Director
	Classification:	HSO Class 2
	Position No:	601000



Responsible To	Title:	Regional Manager HR Services
	Classification:	HSO Level G9
	Position No:	601437



This position	Title:	Regional Learning & Development Coordinator
	Classification:	HSO Level G6
	Position No:	601095



OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION:

Title
601437 - Human Resources Officer
601904 - Human Resources Consultant
601125 - Regional Occupational Safety & Health Coordinator
615332 – OSH Administrative Assistant



Positions under direct supervision:			← Other positions under control:	
Position No.	Title		Category	Number
601486	Learning and Development Assistant	0.79 FTE		

Section 3 – KEY RESPONSIBILITIES

In collaboration with regional leadership positions, directly responsible for determining non-clinical (corporate) learning and development needs across the WACHS-Goldfields, organising, coordinating or developing training opportunities to address those needs, evaluating effectiveness and monitoring completion.

**WA Country Health Service –
GOLDFIELDS**

2 October 2018

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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 over half a million people, including over 50,000 Aboriginal people, over a vast two and a half million square kilometres area.

WA Country Health Service hospitals handle almost as many births as the State's major maternity hospital – and 40% of the State's emergency presentations. The range of health services provided include acute inpatient and emergency care, population and public health, mental health, Aboriginal health, aged care and includes increasing number of services provided by telehealth video-conferencing.

Our dedicated and committed staff work hard to fulfil our vision of Healthier country communities through partnerships and innovation, to deliver health services that support the health and well-being of individuals and communities in rural and remote Western Australia.

OUR PURPOSE – What we are here to do

WACHS improves country people's health and well-being through access to quality services and by supporting people to look after their own health.

OUR STRATEGIC DIRECTIONS TO 2018

1. Improving health the experience of care
2. Valuing consumers, staff and partnerships
3. Governance, performance and sustainable services

OUR GUIDING PRINCIPLES

Consumers first in all we do Safe, high quality services and information at all times

Care closer to home where safe and viable. Evidence based services

Partnerships and collaboration

OUR VALUES

Community – making a difference through teamwork, cooperation, a 'can do' attitude and country hospitality.

Compassion – listening and caring with empathy, respect, courtesy and kindness.

Quality – creating a quality health care experience for every consumer, continual improvement, innovation and learning.

Integrity – accountability, honesty and professional, ethical conduct in all that we do.

Justice – valuing diversity, achieving health equality, cultural respect and a fair share for all.

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Section 4 – STATEMENT OF DUTIES

Duty No.	Details	Freq.	%
1.0	LEADERSHIP	D	50
1.1	Demonstrates high level leadership and interpersonal skills, and coordinates the regional Learning and Development program as an effective, integrated service.		
1.2	Actively promotes and role models the objectives and values of the organisation.		
1.3	Identifies and promotes the needs of the Learning and Development program.		
1.4	Develops and presents submissions to secure funding for education and training.		
1.5	Develops and maintains effective networks for the enhancement of learning and development programs, including relationships with external training providers and participation in Area learning and development leadership meetings.		
1.6	Manages key relationships including agreements with Universities and external agencies in relation to corporate training.		
1.7	In consultation with the Learning and Development Executive Sponsors, develops a Learning and Development program business plan.		
1.8	In consultation with the Learning and Development Executive Sponsors and Regional Director of Nursing, plans and implements corporate education programs as a component of regional risk management strategies.		
1.9	Works under the direction of the Regional Director of Nursing and provides monthly and other reports as required and participates in meetings as required.		
1.10	Participates in, and conducts regular performance development planning and review.		
1.11	Coordinates the marketing of learning and development programs and services.		
1.12	In collaboration with the Director Corporate Services, maintains awareness of service budget and advises on the management of variances within it.		
2.0	CORPORATE EDUCATION	R	25
2.1	Utilises Adult Learning principles and strategies in the provision of education and support to health service personnel across the region.		
2.2	Actively participates in the determination of regional needs, the delivery of education and training programs to address those needs, evaluation of effectiveness and monitoring of completion of education and training.		
3.0	INFORMATION SYSTEMS	R	10
3.1	Establishes systems, and records and provides relevant information and statistical data as required, including a regional database of staff completing training.		
3.2	Supports the development and roll-out of non-clinical policies and procedures.		
3.3	Maintains training records and files to standard.		
3.4	Participates in relevant committees and in special projects.		

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Section 4 – STATEMENT OF DUTIES continued

4.0	CONTINUING QUALITY IMPROVEMENT	R	10
4.1	Coordinates quality improvement projects within the area, ensuring outcome based customer focused service delivery.		
4.2	Takes a leadership role in the implementation and maintenance of the ACHS standards for the Learning and Development program.		
4.3	Participates in and supports review and implementation of change for best practice initiatives, benchmarking and improved productivity.		
5.0	OTHER	O	5
5.1	Other related duties as directed by the Learning and Development Executive Sponsors.		
	The occupant of this position will be expected to comply with and demonstrate a positive commitment to the WACHS values and the highest achievement in demonstrating positive commitment to 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 experience in workplace leadership.
2. Demonstrated understanding of, and commitment to, adult learning principles.
3. Demonstrated highly developed interpersonal, communication (written and verbal) skills, including presentation, liaison and negotiation.
4. Ability to conduct and evaluate training needs analysis or equivalent.
5. Capacity to plan, implement and evaluate education programs.
6. Knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health.
7. Possession of a current C or C-A class driver's licence and the ability to travel within the region.

DESIRABLE

1. Tertiary qualification in relevant discipline or equivalent training and experience.

Section 6 – APPOINTMENT FACTORS

Location	Kalgoorlie	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 • Evidence of a current C or C-A class drivers licence Allowances <ul style="list-style-type: none"> • District Allowance as applicable 		
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: ____/____/____
Regional Manager HR Services

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

