



Manager

Learning and Development

Position details

Position Number: 00020371
 Classification: HSO Level G-10
 Agreement: Health Salaried Officers Agreement
 Directorate: CAHS People, Capability and Culture
 Department: Organisational Development
 Location: Perth Children's Hospital, QEII Campus, Nedlands

Reporting relationships

This position reports to:

00020034 Director, Organisational Development Level G-12

Positions under direct supervision:

Organisational Development Consultant	HSOG8	1.0 FTE
Learning and Development Consultants	HSO G6	3.0 FTE
Administrator Learning Management System	HSO G6	1.0 FTE
Learning and Development Project Officer	HSO G4	1.0 FTE
Learning and Development Assistant	HSO G2	0.5 FTE

Key Responsibility

Leads the Learning and Development team in the planning, design, delivery and evaluation of innovative learning and development models, programs and strategies. Leverages networks across WA Health to achieve synergies. Accountable for ensuring the learning, development and capability framework is responsive to service demands and aligned to future workforce requirements. Responsible for the delivery of corporate training for CAHS and the contract management and administration of the Learning Management System.

About our health service

The Child and Adolescent Health Service (CAHS) is a comprehensive service that supports and treats children from around Western Australia, and is committed to programs that promote lifelong health in children and adolescents.

CAHS is made up of four service streams:

- **Neonatology:** Neonatology provides state-wide tertiary neonatal services to the sickest newborn babies and infants in Western Australia.
- **Community Health:** a comprehensive range of community based early identification and intervention services, as well as health promotion, to children and families in the Perth metropolitan area. Services are provided in a variety of settings including at home, local community health centres, child and parent centres and schools.
- **Child and Adolescent Mental Health Services (CAMHS):** provide mental health services to infants, children, young people and their families across the Perth metropolitan area. Services include community based programs, inpatient care at Perth Children's Hospital and specialised services for children with complex mental health conditions across the State.
- **Perth Children's Hospital (PCH):** is the specialist State-wide paediatric hospital and trauma centre for Western Australia, caring for children up to the age of 16. PCH is also a centre of excellence for teaching and research, partnering in major paediatric research and education initiatives led by the Telethon Kids Institute (TKI) and the State's universities.

Our vision

Healthy kids, healthy communities

Our vision of 'healthy kids, healthy communities' sees that children and young people get the best start in life through health promotion, early identification and intervention and patient centred, family-focused care.

Our objectives



Care for children, young people and families



Provide high-value healthcare



Collaborate with our key support partners



Value and respect our people



Promote teaching, training and research

Our values drive us

CAHS promotes a values based workplace culture and all employees are expected to translate our values into action by providing high quality care through:

Compassion

I treat others with empathy and kindness

Excellence

I take pride in what I do, strive to learn and ensure exceptional service every time

Collaboration

I work together with others to learn and continuously improve our service

Accountability

I take responsibility for my actions and do what I say I will

Equity

I am inclusive, respect diversity and aim to overcome disadvantage

Respect

I value others and treat others as I wish to be treated

Summary of accountabilities

1. Leadership and Management

- Leads the development and management of a learning and development framework for CAHS that is responsive to service demands and aligned to future workforce requirements.
- Ensures alignment between the CAHS Learning and Development Framework and education and training services across CAHS to meet strategic and operational objectives, best practice and future workforce learning and development needs within the health service.
- Monitors the internal and external environment and influences to ensure that learning practice meet the changing needs of CAHS and supports innovative and contemporary learning and development.
- Provides leadership and high-level advice to senior management.
- Responsible for the administration of the CAHS Learning and Development Committee, which provides leadership, direction and expert advice on learning, development and capability governance matters to support CAHS strategic vision and priorities.
- Responsible for the management and evaluation of the CAHS Safety Skills Framework.
- Responsible for the continuous review and enhancement of non clinical Learning and Development (L&D) initiatives and the development, review and evaluation of L&D policies.
- Responsible for the management, administration and maximum utilisation of the CAHS Learning Management System (LMS); encouraging employee participation and capturing methods of engagement, including L&D analytics and reporting to management to support training compliance.
- Creates a team environment that is consumer-focused and lives up to our promise of being a workplace where our people feel valued, included, and supported and models and ensures staff demonstrate expected behaviour.
- Ensures allocated human, financial, ICT and physical resources for the section are managed effectively within policy and budget parameters against agreed targets, performance standards and objectives.

3. Stakeholder engagement

- Leads the development of a culture of 'communities of practice' with education and training services across CAHS to promote the sharing and alignment of L&D services and activities, while maintaining autonomy of professional groups.
- Works collaboratively with stakeholders to promote and develop education programs that support an ongoing culture of learning and a cooperative partnership approach.
- Cultivates mutually beneficial relationships with both internal and external bodies; such as professional groups, industry and tertiary sector education institutions.
- Participates as a CAHS representative on WA Health L&D related committees or working groups and leverages these networks to achieve synergies and reduce duplication.



4. CAHS governance, integrity, safety and quality requirements

- Commits to undertake the duties of the role in accordance with the WA Health Code of Conduct; the CAHS Vision and Values; and CAHS commitment to protecting children and promoting their safety.
- Maintains a safe work environment by taking reasonable care for own health and safety and that of others.
- Ensures as far as practicable, the provision of a safe working environment in consultation with employees under their supervision.
- Undertakes duties to an agreed performance standard to support safe, high-quality health care with a focus on continual improvement, efficiency, effectiveness and sustainability.
- Directly or indirectly supports the delivery of safe patient care and the consumers' experience ensuring services are family centred.
- Contributes to continuous quality improvement activities by identifying, facilitating or participating in practices in accordance with the requirements of the National Safety and Quality Health Service (NSQHS) Standards, health service strategic direction and the WA Public Sector.
- Completes mandatory and core requirement training as relevant to the role and service.
- Performs duties in accordance with WA Public Sector, WA Health, CAHS and other specific service policies and procedures and applicable legislative obligations under *Public Sector Management Act (WA) 1994*, *Health Services Act (WA) 2016*, *Work Health and Safety Act (WA) 2020*, *Disability Services Act (WA) 1993* and the *Equal Opportunity Act (WA) 1984*.
- Actively contributes to the development of the health service by undertaking other duties as directed including additional tasks or projects in line with continual improvement, collaboration and sustainable health initiatives.



Work related requirements

The following criteria should be considered in the context of the CAHS Vision, Objectives and Values.

Essential selection criteria

1. Significant experience and success in leading a learning and development function including the development, delivery, evaluation and management of training programs.
2. Demonstrated leadership skills including strategic thinking, planning, delivery and people management within a large and/or complex organisation.
3. Sound knowledge and understanding of contemporary learning, development and organisational capability strategies and practices.
4. Demonstrated high level communication, consultation and negotiation skills including proven ability to apply values-based leadership skills to manage and inspire people and teams to achieve results.
5. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Work, Health and Safety, and how these impact on employment, service delivery and learning and development activities

Desirable selection criteria

1. Possession of a tertiary qualification in a related field.

Appointment to this position is subject to the following:

- Provision of the minimum identity proofing requirements in line with the standards set by the National Security Strategy.
- Successful criminal record screening clearance.
- Successful pre-employment integrity check.
- Successful pre-employment health assessment.

Certification

Created on	Last Reviewed	HSS Registered
19/07/2023	19/07/2023	19/07/2023

I verify that the details in this document are an accurate reflection of the requirements of the position.

Manager / Supervisor

Signature or HE Number

Date

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

Occupant Name

Signature or HE Number

Date

