

Position Description



Title:	Senior Education & Training Officer
Business Unit:	Education & Training – Uniting ReGen
Location:	26 Jessie Street, Coburg
Employment type:	Full time, Ongoing
Reports to:	Manager – Workforce Development, RTO and client courses

About Uniting

Uniting works alongside people of all ages in local communities in Victoria and Tasmania. Our services reach to Albury-Wodonga in the north, Mallacoota in East Gippsland, the Wimmera region in the west, and across Tasmania.

Uniting is the community services organisation of the Uniting Church. We've been supporting people and families for over 100 years. We are 7000 skilled, passionate and creative people providing over 770 programs and services.

We empower children, young people and families to learn and thrive. We're there for people experiencing homelessness, drug and alcohol addiction or mental illness. We support people with disability to live the life they choose. We assist older people to maintain their independence and enjoy life. We provide opportunities to access training and meaningful employment. We're proud to welcome and support asylum seekers to our community. We work to empower people with the information, skills and tools they need to live a healthy, happy life.

As an organisation, we celebrate our diversity and welcome all people regardless of ethnicity, faith, age, disability, culture, language, gender identity or sexual orientation. We acknowledge Aboriginal and Torres Strait Islanders as Australia's First Peoples and as the traditional owners and custodians of the land on which we work. We welcome lesbian, gay, trans, gender diverse and intersex (LGBTIQ) people at our services. We pledge to provide inclusive and non-discriminatory services.

Our purpose: To inspire people, enliven communities and confront injustice

Our values: We are imaginative, respectful, compassionate and bold

Position purpose

The aim of the Workforce and Clinical Education & Consumer Participation unit is to inform choices, improve practice and reduce harms.

To initiate, develop and deliver high quality education and training, resources and initiatives which contribute to the prevention and reduction of drug and mental health related harms.

Scope

Budget: Nil

People: Nil

Relationships

Internal:

- Senior Education and Training Officers
- Education Administration Personnel
- Manager of Clinical Education
- Consumers
- Uniting ReGen Clinical Service workers and management,
- Senior Manager of Clinical Programs.

External

- Department of Health and Human Services
- Vic Roads
- Students,
- Representatives from external community services

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- AOD organisations

Key responsibility areas

Briefly outline the primary responsibilities of this position in bullet points, (keep it brief but ensure you list all key areas of responsibility) - group under headings in order of importance – see examples below:

Provision of Education & Training Services

- Ensure high quality, evidence based, education and training services are prepared, promoted, delivered and reviewed in a timely and cost effective manner to workers and clients.

Project management

- Ensure that each stage of any projects assigned to you is completed in accordance with the project requirements and that the Manager of Education and Training is briefed on the progress of the project and notified of any potential problems in a timely manner

Customer Service

- Ensure that collaborative and productive working relationships with current and potential key stakeholders are established and maintained
- Lead, participate in and provide direction to steering groups reference good and working parties inside and outside the agency as appropriate

Sustainability

- Monitor the internal and external health, political and community environment to identify and develop new and innovative products and services.
- Work closely with the Manager of Education and Training to ensure that resources are used in a sustainable manner
- Take a lead role in maintaining a safe and equitable workplace
- Undertake other duties as directed by the Manager of Education and Training.

Staff Supervision & Development

- Ensure that staff receive the support and supervision necessary for them to be able them to contribute to the ongoing effectiveness of the team.

Quality Assurance

- Take an active role to ensure all NVR policies, procedures and relevant systems are implemented, understood and adhered to on an ongoing basis.
- Contribute to the achievement of quality improvement by encouraging an environment where high quality work is achieved and supported by the adherence/development of quality systems documentation.

Supervision & Professional Development

- Actively participate in ongoing professional development via the annual performance reviews, individual and group supervision provided by ReGen and attend relevant training as required.
- Provide clinical leadership, consultation and supervision to program staff.
- Ensure that staff fulfil the clinical responsibilities of their positions.
- Supervise students during placement and providing formal supervision if you possess the appropriate qualifications as required by their educational institution;

Administration

- Maintain file records, data collection processes and reporting as required.
- Contribute to the achievement of quality improvement, both in terms of individual and program performance by encouraging an environment where high quality work is achieved and supported by the adherence to/development of quality systems documentation

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- Adhere to and keep informed of all relevant legislative compliance requirements, and report any perceived breaches, risks, hazards, incidents and complaints to line Manager or other appropriate person.
- Undertake other duties as directed by The Manager.

Personal accountability

- Compliance with Uniting's values, code of conduct, policies and procedures and relevant government legislation and standards where relevant.
- Cooperate with strategies to actively ensure the safety, protection and well-being of children who come into association with us.
- Ensure appropriate use of resources.
- Work collaboratively with Uniting (Victoria Tasmania) employees, founding agency employees and external stakeholders in accordance with Uniting's values and professional standards of behavior...
- Actively participate in initiatives to maintain, build upon and promote a positive and collaborative workplace.
- Identify opportunities to integrate and work collaboratively across teams.
- Take reasonable care for your own health and safety, and health and safety of others (to the extent required).
- Promote a positive safety culture by contributing to health and safety consultation and communication.
- Promptly respond to and report health and safety hazards to the Senior Manager or General Manager People and Culture; incidents and near misses are to be reported via incidents@vt.uniting.org Attend mandatory training sessions (i.e. equal employment opportunity, health and safety) and mandatory training specific to position.

Performance indicators

- These are optional for the time being, but will be mandatory as a performance management and development framework (and process) evolves.
- Group in key areas (e.g. Achieves results, customer management, stakeholder management, people management, teamwork, professionalism – or against any capability framework (if inexistence) with headings in order of importance and insert the results expected and how they will be measured.

Person specification

Qualifications

- Tertiary qualification in social work, education, nursing, psychology or other relevant discipline
- Certificate IV in AOD or have completed the core competencies (or able to complete within the first 12 months of employment).
- Certificate IV in workplace and assessment or willingness to complete within 12 months' employment.

Experience

- Substantial experience in the Alcohol and Other Drugs or First Aid or Group Work.
- Demonstrated experience in delivering accountable and sustainable services
- Demonstrated commitment to quality assurance and customer service

Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting's values
- Advanced oral and written communication skills
- Demonstrated ability to plan develop, deliver and review training and education materials
- Demonstrated ability to manage projects on time and on budget
- Demonstrated commitment to quality assurance and customer service
- Ability to motivate, support and supervise staff
- Ability to use Microsoft Office suite
- Knowledge of OH&S and Equal Opportunities legislation
- Current Drivers Licence

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Position description

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We are a child safe organisation

Uniting is a child safe organisation and is committed in everyday practice to ensure the safety and wellbeing of all children, at all times. As a child safe organisation, employment with Uniting is subject to a satisfactory national (and international where relevant) police check and Working With Children Check (in Victoria) and/or Working With Vulnerable People Check (in Tasmania) **prior** to commencement of any paid or unpaid work and/or participation in any service or undertaking.

This position description is subject to review and may change in accordance with Uniting's operational, service and consumer requirements.

Employee

Manager

Name:

Signature:

Date:

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